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ABSTRACT

Designed to assist Columbia University librarians and library technical staff in selecting binding styles or other treatments for unbound or deteriorated materials housed in the university's libraries, this handbook includes guidelines for the selection of appropriate treatment alternatives; descriptions of inhouse and commercial binding and treatment techniques for serials, monographs, and other materials; a list of recommended treatments for various types of material; and a detailed review of the procedures involved in sending materials for treatment--the preparation of a standard binding slip, the General Bookbinding Company's Automated Binding Control System, the routing of materials for treatment, and the retrieval of materials in process. Also included are some notes on preservation, a list of tips on the proper shelving of books, suggestions for consciousness-raising among patrons with regard to book preservation, guidelines for dealing with water disasters, and a discussion of purchasing hardcover versus paperback books. (JL)

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COLUMBIA UNIVERSITY LIBRARIES

PRESERVATION DEPARTMENT

THE PRESERVATION OF LIBRARY MATERIALS:

A CUL HANDBOOK

Guidelines and Procedures

FALL 1980

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1.0 INTRODUCTION

This handbook is designed to assist librarians and technical staff in selecting appropriate binding styles or other treatment for unbound or deteriorated materials housed in the many collection units of the Columbia University Libraries. It includes guidelines for decision-making, as well as detailed instructions on the completion of necessary forms.

Cost figures and other data are current as of Fall, 1980, but are of course subject to change. Significant changes will be reported, via the Preservation Mailing List channel, so that the handbook can be kept up to date through annotation or replacement of certain sections. There may also be sections added from time to time as other options become available. The handbook is best kept in loose-leaf form, to facilitate subsequent revision, and allow for the addition of "local" instructions which may be useful in particular collection units.

All cost figures, specific details on treatment alternatives, and procedural instructions are valid ONLY for the Columbia University Libraries.

The handbook was first issued in 1976. This revised edition follows the same format but incorporates many changes, some based on improvements suggested by staff throughout the Libraries and some reflecting developments within the Preservation Department and the field of preservation/conservation generally. Special thanks go to staff members in the Preservation Department who assisted with the entire revision process; to the Binding Procedures Committee, chaired by Jo-Ann Michalak, for its major contribution to Section 3; to Sherry Byrne, Preservation Records Librarian, who shepherded a very patchy draft through to its final finished form; and to Sharon Peachey whose adroitness with the word processor gave substance to that form. Final responsibility for the text rests with the undersigned, who seizes this opportunity to thank all those who have supported the work of the Preservation Department during its first five years.

Pamela W. Darling, Head
Preservation Department,
Columbia University Libraries
(December 1974 - June 1980)

2.0 SELECTING THE APPROPRIATE TREATMENT

The long-term usability and life-expectancy of book materials in any library collection depends a great deal on the type of binding first put around that material, and the physical treatment subsequently provided when that original binding becomes worn or broken. The range of possible alternatives for binding, rebinding, repair and full-scale restoration is very great, and the costs involved in both the work itself and the necessary pre- and post-treatment processing vary from a few dollars to hundreds or even thousands for very special materials.

Logical decisions about what treatment is best for a given item involve weighing three factors:

--the actual alternatives available and appropriate, given the physical condition of the item and its probable use;
--comparative cost figures for the possible alternatives;
--the value of the item within the collection as a whole.

The third factor is particularly important when considering the repair, rebinding or restoration of something which has been in the collections for some years: it is possible, for example, that later acquisitions now fulfill the need for which the earlier item was originally acquired, making it no longer essential.

The treatment decision, in fact, must be a kind of acquisitions decision, and the key question is: It will cost the Libraries X dollars to restore this item to usable condition; if we did not already have it, would we spend those X dollars to buy it now? In some cases, this may be a very difficult decision. But in these economically-straitened times, when deterioration threatens hundreds of thousands of volumes with utter extinction, the decision to treat one item inevitably becomes a decision NOT to treat some other -- hard choices must be made.

This section of the handbook offers technical information about available treatment alternatives, guidelines for determining which alternatives are physically suitable for a given item, and basic cost figures. With this information, it should be possible for collection development and public service staff who are most familiar with patrons' needs and collection patterns to decide what should be treated and how it should be treated. The Preservation Department stands ready to provide additional technical information, advice and consultation; but the final decision can seldom be based on technical factors alone.

Each collection unit should have two on-going routines, one for preparing current materials (chiefly serials) for first-time binding; and the other for identifying previously-bound materials in need of rebinding or repair. Actual procedures may vary greatly owing to differences in size of collections and staff, and in the types of materials found in each unit. But the following guidelines should be generally adaptable.

2.1 GENERAL GUIDELINES

2.1.1 FIRST-TIME BINDING

Unbound materials which are used with any frequency will have a relatively short shelf-life, and thus it is important that everything intended for retention beyond a year or two be bound at the earliest practical moment.

2.1.1.1 When to Bind

In the case of serial publications which are kept permanently in hard copy (i.e., not discarded when no longer "current" or replaced with microform backfiles), this means as soon as a "bindable volume" has been received. A "bindable volume" usually consists of the issues for a particular numbered volume or year, though some may have to be either divided or combined on the basis of size. The rule of thumb is: bind when you have a logical grouping of consecutive issues 1" to 2" thick. Materials which are in heavy demand when first received should not be removed for binding, of course; and academic schedules must also be taken into account. But the longer serial issues remain unbound, the greater the probability of damage and loss. Inaccessiblity for a month or two while "at bindery" may be less worse than months of waiting for replacements which may never come.

Monographs and monographic series volumes which arrive unbound should be bound before they are made available for use, with two exceptions:

- --items which will not be kept permanently, for example multiple copies purchased for reserve use for a single academic year, may not be worth binding. BUT, if one or more are to be kept permanently, those copies should be bound at once; and if heavy reserve use of the others is anticipated for more than a year, it is usually cheaper to bind than to replace battered copies.
- --items which are urgently needed for immediate curriculum support may be made available temporarily in paperback, but should be retrieved and bound as soon as the immediate demand is past. (Faculty, should be encouraged to get orders in early to avoid this sort of conflict.)

2.1.1.2 Commercial binding, in-house treatment, or replacement

Volumes needing first time binding should be sent to a commercial binder UNLESS the paper is too brittle. Test by folding an inconspicuous corner; if it breaks before the third fold, it is too brittle, and should then be considered for microfilming or other replacement, or sent for in-house treatment (detailed information on treatment alternatives appears in #2.2.1 below).

2.1.2 REBINDING AND REPAIR

2.1.2.1 Identifying materials needing treatment

Damage to bound volumes resulting from heavy use, misuse or deterioration from age, may be identified at several points: when materials circulate; when materials are added to or removed from reserve or reference collections; when adjacent materials are shelved; when patrons point out damage; in the course of shelf-reading, cleaning, shifting, etc. Each collection unit should establish a routine for the prompt review of, and determination of the appropriate treatment for, damaged items identified in the course of any of these activities.

The degree of formality of this procedure should be tailored to local conditions, but it will in most cases be useful to have:

- —a shelving area set aside, away from open stacks, where damaged materials can be placed for review, with adequate provision for assuring retrieval (for example, arranging in call number order, placing a slip in the charge file, etc.)
- —one or more persons with designated responsibility for reviewing the materials and deciding what should be done, on a timely basis
- —provision for restricting to on-site use those materials in such poor condition that they are not likely to survive circulation, even if they have not already been set aside for review and treatment

How "damaged" an item should be to be set aside for review and treatment will also depend in part on local conditions: if thousands of volumes are falling to bits it is impractical to move them all from the open stacks; but those being used regularly should be rescued and treated. Priority for treatment must be decided by weighing both condition and probable use: prompt minor repairs on something in heavy demand may prevent further damage ("a stitch in time..."), while deteriorated but seldom used items may be given lower priority.

Warning: A great deal of damage has been done to Columbia's materials through well-intentioned but improper "repairs" by patrons and staff. Patrons should be encouraged to bring damaged items to staff attention, NEVER to "fix" them. Staff members outside the Preservation Department should also refrain from attempting repairs on items which will remain in the collections unless they have received instructions and training from the Preservation Department. In particular, self-adhesive tapes—scotch, masking, etc.--should NEVER be used on library materials. Even so-called "book-mending tapes" offered by some library suppliers cause problems as the adhesive ages, slips, discolors and disintegrates, often damaging adjacent volumes as well as those on which they have been used.

2.1.2.2 Review process - Replacement, commercial rebinding, or in-house treatment

In reviewing materials set aside as candidates for treatment, a preliminary judgment on the need to retain the materials must be made. For example, if two other copies in good condition are available and current demand no longer warrants keeping three copies, the damaged one may be withdrawn.

If the information in a seriously damaged or deteriorated item must be retained in the collection but the physical object itself contains no significant artifactual value, replacement is recommended. This may take the form of a later edition, reprint, or an existing microform available from a commercial micropublisher or some other library. If no replacements are located, a substitute copy can be created within the library by microfilming or, if it is vital to retain a paper copy, by photocopying each page and binding them. The Preservation Records Office can advise on these options.

For those items which exhibit only minor damage, or which must be retained in original form due to their artifactual value, the appropriate repair or rebinding treatment should be selected, based on the information provided in Sections 2.2.2 and 2.2.3 below. As general guidelines, damaged volumes should be sent for commercial rebinding, EXCEPT that those meeting one of the conditions below should be sent for in-house treatment:

—the paper is too brittle (i.e., if an inconspicuous corner breaks before the third fold)
—the needed repair involves pages, not binding (i.e., mending torn pages, tipping in up to 6 loose leaves, etc.)
—the item is of great value as an artifact and original covers should be saved

When the best treatment has been selected, the probable cost should then be weighed once more against the item's value to the collection. For example, if 10 volumes of a serial are so brittle that they can only be put in portfolios, at an average $5 apiece, it is advisable to pursue more vigorously a microform or reprint replacement. The cost of such replacement may or may not be less, but the replacements will be considerably more usable and durable. The volumes may be of such marginal value to the collection that they are not worth spending $50 to keep on the shelves. (See also Section 2.2.3.7)

2.2 CHOOSING A SPECIFIC TREATMENT

A nearly-bewildering array of factors enters into the matching up of a particular item with the treatment alternative possible and most appropriate for that item: size, condition of paper, width of margins, probable use, whether it is to be kept temporarily or permanently, etc., etc. This section will point the way through this maze in three complimentary ways: #2.2.1 describes in detail each treatment alternative and the materials it is best for. #2.2.2 indicates the likely treatment choice for major categories of serials and monographs. #2.2.3 describes some particular problem areas to watch out for.

Those responsible for recommending treatment for each collection unit should study each section carefully. But once a working knowledge has been acquired, the treatment list in #2.2.2 should be adequate for guidance, with only occasional references to the more detailed information.

2.2.1 DESCRIPTIONS OF EACH TREATMENT ALTERNATIVE

On the following pages are descriptions of each type of physical treatment available, including price, style, size limits, type of lettering, and special features. Each description begins with the identifying name of the treatment, corresponding to the choices listed on the Standard Binding Slip (see #3.1), the source of the treatment, and the type of material for which it is generally recommended.

The descriptions appear in the following sequence:

Commercial bindings - Monographs
- 2.2.1.1 O&T Class A (Monographs)
- 2.2.1.2 EBS Texabind
- 2.2.1.3 GBC Class C

Commercial bindings - Serials
- 2.2.1.4 O&T Class A (Serials)
- 2.2.1.5 O&T Economy
- 2.2.1.6 O&T Low Cost
- 2.2.1.7 GBC Standard
- 2.2.1.8 GBC Budget

In-House Treatments
- 2.2.1.9 Portfolio
- 2.2.1.10 Special Portfolio
- 2.2.1.11 Regular Repair
- 2.2.1.12 Special Repair

Special Services
- 2.2.1.13 O&T Box (Drop Case)
- 2.2.1.14 MYLAR Encapsulation
- 2.2.1.15 Discontinued Treatments

2.2.1.1 NAME: O&T Class A (Monographs)

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Oversize or heavy monographs; volumes with fold-out or other special features; heavily-used monographs intended for permanent retention; rebinds.

BASIC PRICE: (eff. 7/80)

Height to 9"	$4.15	12" - 14"	$6.60
9" - 10"	$4.65	14" - 16"	$8.00
10" - 12"	$5.40		

Average actual cost for all sizes, including extra charges, projected to be $5.37 in 1980/81.

TURN-AROUND TIME: 6-8 weeks, including in-house processing

SIZE LIMITS: 16" high, 2" thick
Extra charge of $1/inch for thickness over 2".
Over-sized volumes can be bound, with charges based on time and material.

DESCRIPTION: Traditional library binding, sturdy reinforced covers in many colors of buckram; usually oversewn, adhesive used for very narrow margins, or hand-sewing (extra charge for sewing based on time and materials).

LETTERING: Stamped black on light colors; gold on other unless instructed otherwise.
Basic price includes brief author/title, volume (if any) and call number; but if extra-long title requires special set-up, there is an extra charge based on time and material.

SPECIAL FEATURES: Page by page collation, including refolding over-size maps or charts as necessary.
Pockets available for loose materials, charge based on time and materials.
Can save original sewing, for minimum $1.50 extra.
Can match to some other volume, for $1.00 extra or will retain rub for monograph set for $1.50.
Single issues of serials sent for Class A binding (for example, a large cumulative index) will be bound at the monograph price rate, plus $1.00 for matching other volumes.
Horizontal strap handle on spine available for ease in removing heavy volumes from shelf, for $5.00/volume.

RUSH SERVICE: Regular Rush, binder returns in two weeks, 80¢ extra per volume.
Special Rush, binder returns in one week, $1.80 extra per volume.
Super Rush, binder returns in two days, $7.00 extra per volume.

2.2.1.2 **NAME:** EBS Texabind

BINDER: LEC Bookbinders, division of EBS, Lynbrook, N.Y.

RECOMMENDED FOR: Moderately used average-size and thin monographs and single-issue serials with adequate margins. Better adhesive binding for volumes with some glossy paper. DO NOT use for volumes having fold-outs or needing pockets, heavy volumes with all glossy paper, or having margins less than 3/8".

BASIC PRICE: $2.75
(eff. 1/81) $4.00 items less than 1/8" thick.

TURN-AROUND TIME: 2 months, including in-house processing

SIZE LIMITS: None

DESCRIPTION: Square-backed double-fanned adhesive binding; synthetic fabric covers in random colors; paper-back covers bound in place. Volumes not collated by binder so scattered narrow outer margins (i.e. tables, misprinted pages) may be trimmed into text if sent.

LETTERING: Black or white to contrast with cover, stamped lengthwise.
Includes brief author/title and call number.

SPECIAL FEATURES: Double-fan adhesive process provides extra strength and flexibility.
Because there is no minimum thickness, items previously consigned to pamphlet binders ("Gaylords") can now be given permanent binding with full spine marking.

RUSH SERVICE: None

2.2.1.3 NAME: GBC Class C

BINDER: General Bookbinding Company, Chesterland, Ohio

RECOMMENDED FOR: Lesser-used monographs with wide margins and no special features; may also be used for single issues of lesser-used serials if between 1/2" - 1" thick. DO NOT USE for volumes with shiny or glossy paper, for those having fold-outs or needing pockets, or for items subject to heavy use.

BASIC PRICE: (eff. 4/80) $2.25

TURN-AROUND TIME: 5-7 weeks, including in-house processing

SIZE LIMITS: 12" high; 10" wide; 1/2" - 1 1/2" thick (but if paper is heavy, maximum 1")

DESCRIPTION: Square-backed adhesive binding (not fanned), with coated cloth covers of random colors (usually bright pastels); paperback covers are bound in place. Volumes not collated by binder, so scattered narrow margins (i.e., tables, misprinted pages) may be trimmed into text if sent.

LETTERING: Black, typed lengthwise on spine and lacquered. Includes brief author/title, call number.

SPECIAL FEATURES: None

RUSH SERVICE: None

Note: Use of this binding being phased out in favor of EBS Texabind.

2.2.1.4 NAME: O&T Class A (Serials)

BINDER: Ocker & Trapp Library Bindery, Emerson, NJ

RECOMMENDED FOR: Serial volumes which need extensive collation (i.e., rearranging title pages, indexes, etc.), or matching of rubs.

BASIC PRICE: $6.60
(eff. 7/80) Extra charges have added average 8% to basic price in past.

TURN-AROUND TIME: 6-8 weeks, including in-house processing

SIZE LIMITS: 16" high, 2 1/2" thick
Extra charge of $1.00/inch for thickness over 2 1/2".

DESCRIPTION: Traditional library binding, sturdy reinforced covers in many colors of buckram, usually oversewn; adhesive occasionally used for narrow margins, or hand-sewing when suitable or on request (extra charge for sewing based on time and materials).

LETTERING: Stamped black on light covers; gold on others, unless instructed otherwise.
Basic price includes title, volume, date and call number; but if extra-long title requires special set-up, there is an extra charge.

SPECIAL FEATURES: Complete collation by binder.
Rubs kept and matched by binder.
Pockets can be made for loose materials and will be placed in back unless specified otherwise (charge based on time and materials).
Bound-in large maps or charts will be refolded if necessary.
Will retain original sewing on request (to save inner margins) for $1.50 minimum.
Horizontal strap handles on spine available for ease in removing heavy volumes from shelf, for $5.00/volume.

RUSH SERVICE: Regular Rush, binder returns in two weeks, 80¢ per volume.
Special Rush, binder returns in one week, $1.80 per volume.
Super Rush, binder returns in two days, $7.00 per volume.

2.2.1.5 NAME: O&T Economy

BINDER: Ocker & Trapp Library Bindery, Emerson, NJ

RECOMMENDED FOR: Serials not needing collation; rebinds with narrow inner margins and original sewing intact.

BASIC PRICE: $5.45
(eff. 7/80) Extra charges have added average 6% to basic price in past.

TURN-AROUND TIME: 6-8 weeks, including in-house processing

SIZE LIMITS: 16" high, 2 1/2" thick
Extra charge of $1.00/inch for thickness over 2 1/2".

DESCRIPTION: Traditional library binding, sturdy reinforced covers in many colors of buckram, usually oversewn; adhesive occasionally used for narrow margins, or hand-sewing when suitable or on request (extra charge for sewing based on time and materials).

LETTERING: White stamping in standard position.
Basic price includes 8 lines of title, volume and date, plus call number.

SPECIAL FEATURES: Pockets can be made for loose materials, will be placed in back unless specified otherwise.
No collation or matching of rubs.
Bound-in large maps or charts will be refolded if specified; be sure to alert binder to existence of folded pages, or folds may be trimmed off.
Will retain original sewing on request, for $1.50 minimum.

RUSH SERVICE: Regular Rush, binder returns in two weeks, 80¢ per volume.
Special Rush, binder returns in one week, $1.80 per volume.
Super Rush, binder returns in two days, $7.00 per volume.

2.2.1.6 NAME: O&T Low Cost

BINDER: Ocker & Trapp Library Bindery, Emerson, NJ

RECOMMENDED FOR: Lesser-used serials requiring no special handling; simple rebinds not involving retention of original sewing or matching of cover or spine marking; heavily-used serials not intended for permanent retention.

BASIC PRICE: (eff. 7/80) $4.50

TURN-AROUND TIME: 6-8 weeks, including in-house processing

SIZE LIMITS: 14" high, 2 1/2" thick

DESCRIPTION: Simple square-back binding, oversewn or hand-fan adhesive bound, covers not reinforced. Black buckram covers only.

LETTERING: White stamping; maximum 5 lines for title, volume, call number.

SPECIAL FEATURES: None

RUSH SERVICE: None

2.2.1.7 NAME: GBC Standard

BINDER: General Bookbinding Company, Chesterland, Ohio

RECOMMENDED FOR: Heavily-used serials not needing collation; serial titles frequently containing loose materials requiring thin pockets.

BASIC PRICE: (eff. 4/80) $6.75, plus 20¢/line for all call numbers.
Other extra charges have added average 12% to basic price in past.

TURN-AROUND TIME: 5-6 weeks, including in-house processing

SIZE LIMITS: 16" high, 2 1/2" thick
Extra charge of $2.25/inch for thickness over 2 1/2".

DESCRIPTION: Traditional library binding, reinforced covers in many colors of buckram, rounded and backed for strength. Binder choses method based on paper condition and margins: may be oversewn, cleat sewn, Singer sewn, sewn through the fold or adhesive bound (extra charges for special sewing and adhesive binding, based on time and material).

LETTERING: White-stamped; basic price includes up to 7 lines for title, volume and year; extra charge of 40¢/line for any lines over 7 in title/vol/year.
All call numbers 20¢/line extra.
Lengthwise lettering on volumes less than 1" thick, 40¢ extra.

SPECIAL FEATURES: Pre-printed binding slips available for matching volumes through Automated Binding Control system.
One thin pocket for loose material included in basic price; but pockets for loose material over 3/16" will be extra, based on time and material.
No collation; bound as received after quick check of issue sequence.

RUSH SERVICE: No charge, binder returns in two weeks.

2.2.1.8 NAME: GBC Budget

BINDER: General Bookbinding Company, Chesterland, Ohio

RECOMMENDED FOR: Lesser-used serials with wide margins requiring no special handling; heavily used serials not intended for permanent retention.

BASIC PRICE: (eff. 4/80)
$5.35 plus 20¢/line for all call numbers.
Other extra charges have added average 7% to basic price in past.

TURN-AROUND TIME: 5-6 weeks, including in-house processing

SIZE LIMITS:
14" high, 2 1/2" thick
Extra charge of $2.25/inch for thickness over 2 1/2".

DESCRIPTION: Simple binding with square back, un-reinforced covers in 5 colors of Scottek (synthetic fabric). Binder chooses method based on paper condition and margins: cleat sewn, adhesive or sewn through the fold (extra charges for sewing through fold, based on time and material).

LETTERING:
White-stamped; basic price includes up to 7 lines for title, volume and year; extra charge of 40¢/line for any lines over 7 in title/vol/year.
All call numbers 20¢/line extra.
Lengthwise lettering on volumes less than 1" thick, 40¢ extra.

SPECIAL FEATURES:
Pre-printed binding slips available for matching volumes through Automated Binding Control system.
Pocket for loose material available, charge based on time and material.
No collation; bound as received after quick check of issue sequence.

RUSH SERVICE: No charge, binder returns in two weeks.

2.2.1.9 **NAME:** Portfolio

BINDER: In-house Binding Section, 106 Butler Library

RECOMMENDED FOR: Materials which can't be replaced, are too brittle for rebinding or repair, too deteriorated to stand on the shelf without support, and too valuable to the collections to discard.

BASIC PRICE: Costs the Libraries $4-6/volume for staff time and materials.

TURN-AROUND TIME: 6-10 weeks depending on batch schedule, including in-house processing

SIZE LIMITS: None

DESCRIPTION: Protective wrapper with stiff covers, cloth spine, cloth or paper flap(s) to support material inside, fastened with string tie(s) or Velcro buttons. Style varies by size and weight of material.

LETTERING: Call number only, on typed label

SPECIAL FEATURES: Note that this treatment simply keeps the pieces together, but in no way improves basic condition.

RUSH SERVICE: Limited one-week service.

2.2.1.10 **NAME:** Special Portfolio

BINDER: In-house Binding Section, 106 Butler Library

RECOMMENDED FOR: Extremely valuable, unreplaceable materials which should be kept in original condition and do not need rigid support provided by Ocker Box. (see 2.2.1.13).

BASIC PRICE: Varies considerably with size, but costs the Libraries $20-30 for staff time and materials.

TURN-AROUND TIME: 4-8 weeks

SIZE LIMITS: None

DESCRIPTION: Custom-made protective covering, similar to Portfolio but with cloth covering on boards and acid-free paper lining.

LETTERING: To collection unit specifications.

SPECIAL FEATURES: Original covers or spine may be glued to outside if desired.
Pocket may be included to hold separate material.

RUSH SERVICE: None

2.2.1.11 NAME: Regular Repair

BINDER: In-house Binding Section, 106 Butler Library

RECOMMENDED FOR: Damaged materials not appropriate for commercial rebinding (see "General Guidelines", Section # 2.1).

BASIC PRICE: Varies widely, depending on time required.

TURN-AROUND TIME: 5 weeks, including in-house processing

SIZE LIMITS: None

DESCRIPTION: Wide variety of treatment suited to condition, at discretion of Binding Section staff unless specific instructions are included. Includes mending torn pages, repairing broken covers or hinges, tipping in up to 6 loose leaves, replacing missing cover, adding flap to hold loose brittle pages.

LETTERING: Call number only, on typed label, if original spine is lost.

SPECIAL FEATURES: Consultation available if needed.

RUSH SERVICE: Limited 1-week rush service.

2.2.1.12 NAME: Special Repairs

BINDER: In-house Binding Section plus outside services

RECOMMENDED FOR: Extremely valuable, unreplaceable materials which should be restored to good original condition if possible.

BASIC PRICE: Varies widely depending on time and materials.

TURN-AROUND TIME: Varies depending on type of treatment.

SIZE LIMITS: None

DESCRIPTION: Highly-specialized treatment, determined by consultation between collection unit staff and Head of Binding Section. May include: hand-sewing, extensive page repairs, tissue reinforcement, restoring original covers, remounting plates, cleaning, deacidification. May involve use of outside professional conservator if funds are available.

LETTERS: To collection unit specifications.

SPECIAL FEATURES: Complete customized work.

RUSH SERVICE: None

2.2.1.13 **NAME:** O&T Box (Drop-Case)

BINDER: Ocker & Trapp Library Bindery, Emerson, NJ

RECOMMENDED FOR: Extremely valuable materials--rare books, prints, manuscript materials, oversize volumes, etc.--which should be protected and supported in original condition.

BASIC PRICE:

Up to 10" in Height	$22.00
10" - 12"	25.00
12" - 14"	28.00
14" - 16"	34.00
16" - 18"	40.00
18" - 20"	46.00
20" - 22"	53.00
22" - 24"	60.00
24" - 26"	69.00
26" - 30"	81.00
30"+ -	81.00 + $2.50/inch

TURN-AROUND TIME: Varies -- 2-3 months

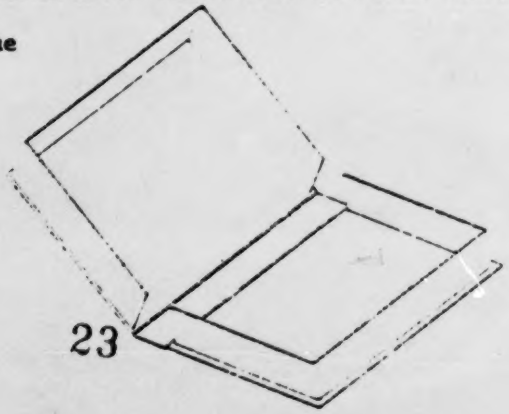
SIZE LIMITS: None; measure longest dimension and add one inch to establish size and price of box.

DESCRIPTION: Sturdy cloth-covered drop-case, custom-made to fit individual volumes.

LETTERING: Stamped black on light colors; gold on other unless instructed otherwise.
Basic price includes brief author/title, volume (if any) and call number.

SPECIAL FEATURES: Drop-case will stand on shelf, and opens like a book; enclosed edges provide maximum support for fragile materials as well as full protection against dirt and other contaminants.
Item need not leave library. Materials Processing can arrange for Ocker representative to measure item on site and add dimensions to binding slip.
Colored title labels available for $4.00 extra.

RUSH SERVICE: None



2.2.1.14 **NAME:** Mylar Encapsulation

BINDER: In-house Binding Section, 106 Butler Library
Arbee Company, Bernardsville, NJ

RECOMMENDED FOR: Single sheets — prints, maps, charts, posters, manuscript leaves, clippings, etc. -- which need support and protection for storage, handling or display. (NOT for use with unfixed charcoal or pastels.)

BASIC PRICE: Varies by size.
(eff. 11/80) Arbee rates average $1.00/square foot. Price includes deacidification.
Costs the Libraries about the same when done in-house.

TURN-AROUND TIME: 3 weeks in-house; 2-3 months for Arbee

SIZE LIMITS: None

DESCRIPTION: Transparent envelope of flexible polyester film sealed on all four edges. Item held in place by static charge; fragile or brittle sheets may be handled safely and viewed on both sides.

LETTERING: None. Identifying labels may be placed on polyester film without damaging encapsulated document.

SPECIAL FEATURES: Quickly reversible by cutting edge of film should further treatment be desired in future.
In-house: can be sealed on two or three sides only on request, to facilitate removal for periodic display or examination.

RUSH SERVICE: Limited two-day service in-house; none from Arbee.

2.2.1.15 Discontinued Treatments

Because the Libraries now have a broader set of commercial binding alternatives available, and have been revising in-house treatment procedures to devote more time to repair and protective measures and take advantage of new materials and techniques, several in-house treatments offered in the past are no longer routinely available.

These include:

Gaylords - Most of the thin pamphlet-type material previously inserted in Gaylord binders can be bound commercially using EBS Texabind or Ocker & Trapp Class A. Note: special Music Gaylords for scores and parts will continue to be available.

Temporary - Experience has demonstrated that the overwhelming majority of incomplete volumes placed in "Temporaries" are never completed, and all should therefore be given a sturdy permanent binding with full spine information from the start.

Regular Pamphlet - Staff and materials costs have risen to the point that this is no longer an economically justifiable treatment. Effective commercial binding alternatives are now available, at less cost, providing more durable cover materials plus full spine information.

Gaylord Portfolio - These treatments have been renamed simply
Board Portfolio "Portfolio", which henceforth will refer to several styles of protective wrappers selected to suit the size and weight of deteriorated items. See 2.2.1.9.

DEPARTMENTS HAVING MATERIALS FOR WHICH NONE OF THE AVAILABLE COMMERCIAL OR IN-HOUSE TREATMENTS SEEM SUITABLE SHOULD CONSULT WITH THE BINDING SECTION SUPERVISOR OR THE PRESERVATION DEPARTMENT HEAD.

2.2.2 RECOMMENDED TREATMENT FOR VARIOUS MATERIALS

The following lists, one for monographs and one for serials, match a number of broad factors which may apply to materials in need of treatment with the treatment most likely to be appropriate. No recommendations can be absolute, since the possible variations and combinations of factors are endless; but the lists will help to narrow the choice.

2.2.2.1 Monographs & Single-piece works

FACTORS	TREATMENT
Probable use	
Heavy (for permanent retention)	O&T Class A (Monog)
Heavy (for temporary retention)	EBS Texabind
Moderate (temporary or permanent) Inner margins at least 3/8"	EBS Texabind
Minor damage	In-house Repair
Rebinds (not brittle)	
Inner margins at least 3/8"	O&T Class A (Monog)
Inner margins less than 3/8"	
Original sewing intact	O&T Class A (Monog) "Save Sew"
Original sewing broken	O&T Class A (Monog) "Rebind - adhesive" or Repair
Too brittle to bind or rebind	Portfolio or Replacement
Must preserve original binding as is	
Ordinary materials	Portfolio
Extremely valuable materials	Special Portfolio, Special Repair, or O&T Box

2.2.2.2 Serials

FACTORS	TREATMENT
Probable use	
Heavy, for permanent retention	
Needs collation	O&T Class A (Ser)
No collation by binder	O&T Economy, GBC Standard
Margins less than 3/8"	O&T Economy, GBC Budget -- specify "adhesive"
Heavy, for temporary retention, with no collation or special handling	O&T Low Cost, GBC Budget
Moderate or low, no collation and no special handling --	
Margins at least 3/8"	O&T Low Cost, GBC Budget
Margins less than 3/8"	O&T Low Cost, GBC Budget -- specify "adhesive"
Complete volume consists of a single issue	O&T Class A (Monog) or EBS
Set has frequent need for pocket for thin loose materials (maps, etc)	GBC Standard
Minor damage	In-house Repair
Rebinds (not brittle)	
Inner margins at least 3/8"	
Must match other volumes in set	O&T Class A, GBC Standard or GBC Budget if on automated system
Need not match	O&T Low Cost
Inner margins less than 3/8"	
Original sewing intact	"Save Sew" -- O&T Class A, O&T Economy or GBC Standard
Original sewing broken	"Adhesive" O&T Class A, O&T Economy or GBC Standard
Too brittle to bind or rebind	Portfolio or Replacement
Must preserve original binding as is	
Ordinary materials	Portfolio
Extremely valuable materials	Special Portfolio, Special Repair, or O&T Box

2.2.3 UNUSUAL FEATURES TO WATCH OUT FOR

2.2.3.1 Folded Materials

Check each item carefully for folded maps, tables, etc., which are to be bound into the volume (see #2.2.3.3 below for handling loose materials). When found, write "Folded material at p.____" in the "Special Instructions to Binder" box of the Binding Slip, and place a small flag at the folded page. Vigilance is especially important if any folded edges extend to within 1/4" of any outside margin, as they may be trimmed off if the binder is not alerted to refold. Do NOT send such material for O&T Low Cost, EBS Texabind, or GBC Class C.

2.2.3.2 Glossy Paper

Paper with a glossy finish is difficult to bind, especially if it is a fairly stiff, heavy stock. EBS uses a double-fan adhesive process which better handles such paper. O&T will use a hand-fan adhesive technique on request for monographs and serials. GBC will use a single-fan adhesive process on request on serials.

2.2.3.3 Loose Materials

Check each item carefully for loose maps, charts, microform inserts, and other loose materials. A pocket can be built into the volume to hold these, either at the back (most economical) or elsewhere as you specify, with the extra charges based on actual labor costs. Check "Pocket for loose materials" on the Binding Slip, and indicate where it is to be placed if otner than at the back. Serial titles frequently having thin loose materials should probably be routinely bound in GBC Standard, since one thin pocket per volume is included in the basic price. Charges for all other pockets vary based on time and materials.

2.2.3.4 Size Changes in Serial Titles

From time to time, serial publications may change height or width, either for a one-time special issue or on a permanent basis. If pieces of differing sizes are bound together in the same volume, excessive strains are placed on the binding, extra costs are involved for stubbing, and the larger issues tend to deteriorate rapidly because they are not evenly supported.

Every effort should be made, therefore, to separate issues before binding into separate volumes, whenever the size variation exceeds 1/4" in either height or width. When the variation is less than 1/4", note carefully whether the margins on the larger piece(s) are wide enough to permit trimming down to the size of the smaller piece(s) without loss of essential text; if they are not, be certain to check "Do Not Trim" on the Binding Slip.

2.2.3.5 Volume Thickness

Volumes more than 2 1/4" thick are usually difficult to handle, and the weight of the book block places great strain on the spine. Very thick books are also more difficult to bind, resulting in extra charges.

Whenever possible, therefore, volumes should be kept under 2 1/4" in thickness, by dividing them into two volumes at some logical point within the text. For very heavy paper stock (for example, coated or glossy paper) keep thickness below 2".

2.2.3.6 Paper Covers

Some publishers' covers on paperbound volumes or serial issues contain essential information not found elsewhere; others are of marginal value, if any. Covers are normally bound in place for all binding styles. On request, serial issue covers may be relocated or discarded for O&T Class A Serials, see #3.1.9. For other binding styles, covers may be removed when preparing material for binding IF it has been determined that they are unnecessary AND it can be done without damage to the text which remains.

2.2.3.7 Brittle Paper

Because of the combination of chemical impurities in much 19th and 20th century book paper and the effects of light, temperature/humidity fluctuations and atmospheric pollutants in the environment, the paper in many volumes becomes stiff and brittle. In advanced stages, paper may literally shatter at a touch. More commonly, corners are lost, and pages begin to break loose at the inner margin when turned. Restoration of such seriously deteriorated material is, at the present time, both difficult and very costly, involving chemical stabilization, repair and physical reinforcement of each page prior to re-binding.

There is, in fact, no ready solution to the problem of brittle paper, but a number of half-way measures are available. The suitability of each of the possibilities described below for a particular volume must be carefully weighed against such factors as the need for the continued availability of the information in the collection, the relative rarity of the item, its known or unknown potential value as an artifact, its relationship to other material in the collections, its importance in relation to other items in need of treatment.

2.2.3.7.1 Replacement is a useful alternative to treating a badly damaged item. This may be done by purchasing an available reprint or microform, by substituting a later edition, or by arranging for the creation of a copy, in paper or microform. The Preservation Records Office is currently developing procedures for routine preservation microfilming on request (contact the Preservation Records Librarian, 110 Butler, x3529, for more information), and a mechanism for creating paper replacements will be developed subsequently.

2.2.3.7.2 Protection of the "remains" may be the only option if replacement is either impossible or undesirable. This may take several forms:

--Flaps and Ties: If the cover is intact but the pages are in danger of falling out, the Binding Section can add cloth flaps to the cover which will wrap around inside and support the contents. Such volumes are usually then secured with a string tie passed through eyelets inserted in the covers. See Section 2.2.1.11.

--Portfolio, which provides a protective wrapping around the entire item, covers and all. See Sections 2.2.1.9 + 2.2.1.10.

--Box, or Drop Case, which is a custom made rigid enclosure providing sturdy support and protection for valuable or rare materials. See Section 2.2.1.13.

--Encapsulation provides excellent protection for fragile single sheets. See Section 2.2.1.14.

3.0 SENDING MATERIALS FOR TREATMENT

After selecting the best treatment alternative, a binding slip must be prepared and the material forwarded for actual treatment. This section describes:

—how to select the information to appear on the spine of a bound volume and how to record it on the binding slip.....Section 3.0.1

—how the Standard Binding Slip is to be used for both commercial and in-house treatment, including detailed instructions for filling out the form.....Section 3.1

—the "Automated Binding Control" system for serial titles bound by General Bookbinding....Section 3.2

—how to forward materials for treatment.....Section 3.3

—the types of Rush service available.....Section 3.4

—how to retrieve materials in process.....Section 3.5

—the return of materials after treatment.....Section 3.6

3.0.1 General Guidelines for Data to Appear on Bound Volumes

Data recorded on the spine of a bound volume serves two complementary purposes: it makes possible accurate shelving and reshelving, and it assists readers in locating material on the shelf. With a few exceptions, the essential ingredient for proper shelving is the call number, including volume numbering and/or dates for serials (a major exception is core serials shelved by title within relatively small collections). As for locating a desired volume, while readers normally come to the shelf equipped with a call number, the search for a particular volume is greatly facilitated if the spine carries identifying words as well as numbers.

3.0.1.1 Binding Title

Philosophy and practice in selecting spine or binding titles have varied through the years. For personal author monographs it has been common to use the author's last name plus title — Shakespeare - Hamlet; Smith - Wealth of Nations. The phenomenal increase in multiple authorship, corporate entries and complex series has presented numerous problems, not the least of which is space vs. legibility. One cherished principle has been to match physical volume with catalog entry by including the established bibliographic entry on the spine — feasible if the entry is "Smith, Adam - The Wealth of Nations", but less so if it's "France. Institut Nationale de la Statistique et des Etudes Economiques. Service Departmental de Statistique de la Reunion. Statistiques Demographiques: Mouvemont Migratoire de la Population, Anne 1976." As our University Librarian has pointed out, nice as it might be, we cannot expect the spine to duplicate the catalog card. Compromises must be made. Key words or distinctive portions of a full entry can be selected to provide readers and library staff with identifying information, but the ideal of a complete match between spine and catalog entry is beyond reach. Nor need we despair, since we survive well enough with publisher-bound volumes bearing spine information dreamt up by book designers long before the title was even cataloged.

Two major factors should govern the choice of binding title: 1) brevity, both because of space and because reading through a very long entry defeats the purpose of being able quickly to spot a volume on the shelf; and 2) distinctiveness, since brevity alone may conceal the significant identifying feature — i.e., "Proceedings" alone is brief, but <u>not</u> helpful.

The following guidelines will help bindery preparation staff apply these factors to the selection of spine data — in every case, decisions must be tempered by judgment and ordinary common sense.

Monographs — Maximum characters = 40 for author/title

—If book is by a single person, and title is not long, use author's last name plus title; if authorship is multiple, corporate or unknown, use title only. When following these guidelines would exceed the 40-character limit, shorten in one or more of the following ways:
—omit author's name
—omit initial articles
—use "&" for "and"
—use abbreviations, with no period (.) — see basic list, next section
—omit less important portions of long titles —this can be tricky, but try to choose the part of a long title that gives the best idea of the book's subject. Size of type on the title page or paperback cover is a useful clue. Use an ellipsis (". . .") to show that words or phrases have been omitted.
Example: use: Report...on Highway Safety
for: Report submitted to the Governor by the Transportation Board's Special Committee to Study Highway Safety"
—Drop the last part of very long titles, with an ellipsis:

Chemical Analysis and Radioactivity in Moon...

Note: Binding titles are stamped in roman alphabet only; if no romanized form of data is available, the spine will carry only call number information.

Serials — Maximum: 5 lines of up to 12 characters each

Approaches to shortening title information referred to above can be applied to serials as well when first establishing the binding title. In subject collections or relatively small departmental libraries, a binding title may be selected to conform to the common method of referring to a journal within a particular field even when this differs from the formal title, but be sure Kardex and card catalog direct the un-initiated correctly in such cases. Once a binding title has been established, it should be used consistently on later volumes, except: 1) when a title changes significantly the binding title should reflect the change; 2) if a binding title established many years ago is excessively long or complex, it may be shortened, with all subsequent volumes using the shortened form.

Note: Whenever binding title varies significantly from the established serial entry, the official entry is to appear elsewhere on the binding slip to insure proper adding of the bound volume.

3.0.1.2 Variable Information - Volume/Year Numbering

This is stamped half-way up the spine, midway between title at top and call number at bottom. ALWAYS USE ARABIC NUMERALS.

Observe the following guidelines developed by the Binding Procedures Committee (from its Report, 2/11/80):

a) When the volume covers a calendar year:

26
1976 v.26 covers Jan-Dec 1976

b) When the volume covers part of two calendar years such as academic or fiscal years:

26
1976/77 v.26 could cover July 1976 to June 1977 or September 1976 to June 1977 or whatever is appropriate to the title.

c) When the volume covers more than one calendar year:

26
1976-77 v.26 covers Jan 1976 to Dec 1977.

d) When the volume covers more than one academic or fiscal year:

26
1976-1978 v.26 covers July 1976 to June 1978.

e) When the bibliographic volume is bound in more than one physical volume:

26 Jan-Mar 1976	OR	26 pt 1-2 1976	OR	26 nos 1-13 1976

Note that in examples a-d above the months are not included because the bibliographic volume is bound in one physical volume. However, in the first example of e), the months are included because the bibliographic volume is bound in multiple physical volumes and so the months, numbers or parts are essential distinguishing features.

f) When the volume is incomplete:

26(inc)
1976 v.26 can be missing any number of issues published in 1976. The variable information for an incomplete volume should have only "inc" rather than attempting to list what is there or what is lacking. A "dear reader" form itemizing the contents of an incomplete volume may be typed for insertion by the binder, if desired.

g) When there are continuously incrementing issue numbers in addition to volumes and dates, use the continuously incrementing issue numbers instead of the volume whenever possible. For example, if the issues are numbered both 116-120 and v.40, nos. 1-4, the recommended form is:

116 - 120
1976 - 78

Guidelines for punctuation:

a) Use a diagonal (/) if the chronology data for a single bibliographic unit covers a noncalendar year (see example 16b above).

b) Use a hyphen (-) to link years (see example 16c and d).

c) Use diagonal (/) to connote a double volume number in one physically issued volume (5/6).

d) Use a hyphen (-) to link volumes issued separately but being bound together (5-6).

e) Use a colon (:) to subordinate numbers to volumes if there is not adequate distinction provided by accompanying dates.

19:1-3	19:4-6
1969-71	1973

(In this example, the frequency and numbering are unrelated to strict chronology. In some cases, issues may actually appear out of order, so that omission of dates on the spine may be wise to avoid confusion.)

	5:1-2	5:3	5:4-6	OMIT DATES
published	(1954)	(1956)	(1955)	ON SPINE

3.0.1.3 Call Number

Call numbers normally appear in horizontal lines toward the bottom of the book spine. The exception is thin volumes on which the lettering is done in a single line, vertically along the length of the spine. In this case, a space is left between each element of the call number to ease shelving and retrieval.

Each element should appear as a separate line on the binding slip:

LC		Dewey - departmental holding
AE		D026.56
.D6	or	Am3
C43		

Added copies can be shown by putting "c.___" below the call number, with one blank line between:

P
105
.R52

3.0.1.4 Abreviations for Spine Titles

Words with recognizable abbreviations should be abbreviated in order to keep the spine title simple, clear and within space/cost limitations. Each subject and language has often-repeated words which can be abbreviated. A basic list is provided below; each unit should add to this list and refer to it for consistency in the abbreviations it uses. And don't forget acronyms, which abound in most disciplines today and provide a convenient short-hand, easily mastered by students, scholars and librarians in each field.

acad--academy, academic, academia
admin--administration, administrative
akad--akademiia, akademia
Am--America, American
ann--annual, annalis
anthro--anthropology, anthropological
assn--association
bibl--bibliography, bibliographic
bull--bulletin
comm--community, communities, communist, committee, commission
conf--conference
cong--congress
cuad--cuadernos
dept--department
div--division
e--east
econ--economic, economy, economies, economia
Engl--English, England
fed--federation, federal
fest--festschrift
geo--geography, geographical, geology, geological
gio--giornale
gov--government, governmental
hist--history, historical, historia
info--information, informacion, informazione
inst--institute, institut, institution
int--international, internationale, internaux
jour--journal
lang--language
ling--linguistics
lit--literature, literatura, litterature, literaturaia, literaturnyi, literaturna
n--north
nac--nacional
nat--national, nationale
news--newsletter
obschchest--obshchestvennye
org--organization, organizational, organizacion
pol--political, politics, politique, politica
proc--proceedings, processes
pub--publications, publicacion

qtly--quarterly
rep--republic, republica
rev--review, revista, revue, revolution
s--south
sci--science, scientific
soc--society, societe, sociology, sociological, sociedad
stat--statistic, statistiske
suppl--supplement
trans--transactions
trav et doc--travaux et documents
univ--university, universite
w--west
wiss-wissenschaft, wissenschaftliche
yrbk--yearbook
zeit--zeitschrift

This list developed by the Binding Procedures Committee for its Report 2/11/80.

3.1 STANDARD BINDING SLIP

The Standard Binding Slip (Form R50, is to be used for all materials to be treated either commercially or in-house, except for serials entered in the GBC Automated Binding Control system (see #3.2). The Standard Binding Slip may be obtained in quantity from the Supply Room in Butler Library. It is a four-part form which may be folded in half vertically to fit into 3" by 5" files. The slips have pre-assigned transaction numbers, so the back copy can be kept from the start by the collection unit as a circulation record.

A separate slip must be prepared for each volume to be bound — i.e., one slip for each single monograph, one for each group of serial issues to be bound into a single volume, etc. Instructions for completing this form are keyed to the sample below. ALWAYS TYPE OR PRINT LEGIBLY, AND BEAR DOWN FIRMLY SO ALL FOUR COPIES WILL BE LEGIBLE.

3.1.1 Local Retrieval
3.1.2 RUSH Block
3.1.3 Location
3.1.4 Transaction No.
3.1.5 Date sent
3.1.6 Spine Lettering
3.1.7 Treatment Choice
3.1.8 Color
3.1.9 Special Instr. to Binder
A. Alert to Binder
B. Specific Instr.
C. Class A Collation
3.1.10 Shelf-Processing Instructions

TO: BUTLER ROOM_____

CBC-7

Retain back copy and REMOVE last carbon before placing in book.

(1) COLUMBIA UNIVERSITY LIBRARIES BINDING SLIP (2)

(3) Location | #27(4)851 | Date (5)

SPINE LETTERING (6)

TREATMENT

COMMERCIAL BINDING
Serials:
___O & T Class A
___O & T Economy
___O & T Low Cost
___GBC Standard
___GBC Budget
___Other:

Monographs:
___O & T Class A
___EBS Texabind
___GBC Class C
___Other:

IN-HOUSE TREATMENT
___Portfolio
___Repair
___Other:

(7)

Color (8)

See Special Instructions to Binder (9A) ☐

SHELF - PROCESSING INSTRUCTIONS

☐ No Pocket ☐ Through Serials
☐ No Call Number on Spine
☐ Other:

(10)

SPECIAL INSTRUCTIONS TO BINDER

☐ Do NOT Trim
☐ Pocket for loose materials
☐ Save original sewing
☐ Save folded flaps
☐ Watch for folded material
☐ Other:

(9B)

Do Not Write In This Column
Binder/Size
Periodicals
Extra Price
Over Size
Homebound
Special Handling
TOTAL

Class A COLLATING INSTRUCTIONS

☐ Bind as published ☐ Bind as arranged (9C)
☐ Match ____ to ____ of set sent together

☐ Title page/Contents at Front
☐ Index at Front
☐ Index at Back
☐ Match Rub
☐ Make Rub
☐ Match v. _____
☐ No Sample

R50 (8/80)

3.1 STANDARD BINDING SLIP - Instructions

3.1.1 Local retrieval block - for departmental library use only

The blank square at the top left of the CUL Binding Slip may be used to record the volume's call number if its location in area (6) is not convenient for filing with other circulation records. Or this space may be used for any other strictly local notations - i.e., it will be ignored by Materials Processing and the binder.

3.1.2 Rush block

If a volume is to be given Rush treatment (see Section 3.4), place "RUSH" in capital letters in the space to the right of "CUL Binding Slip". In the case of volumes going to Ocker & Trapp for one-week service, write or type "SPECIAL RUSH".

3.1.3 Location

In this box, give the 3-character IPL code for the collection unit in which the completed volume is to be housed. This information is used to (1) determine the account to be charged for commercial binding; (2) determine which bookplate or rubber stamp to use; (3) return finished volumes to the proper place.

If the account to be charged differs from the destination of the finished volume, enter the account name under "Location", and add a note under "Shelf-processing Instructions": "Stamp for/Route to _____".

3.1.4 Transaction Number

The pre-printed transaction number which appears on every slip makes it possible to trace volumes which go astray, or must be retrieved in mid-stream to meet an urgent need. Always report this number when requesting a search for items sent for treatment (see Section 3.5).

3.1.5 Date sent block

Indicate here the ACTUAL date on which materials are forwarded to the Preservation Department for treatment. If binding slips are prepared in advance they should be post-dated for the actual time of forwarding — otherwise we cannot monitor work-flow with any accuracy, or claim overdue materials with confidence.

3.1.6 Spine Lettering Area

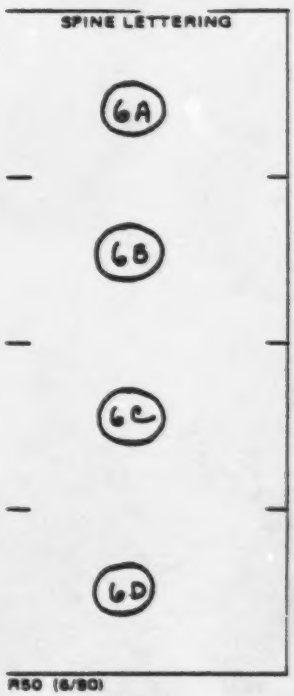
In this column should be given the exact information which is to appear on the spine of the finished volume. ABSOLUTE ACCURACY IS A MUST.

Write all lettering information horizontally on the slip, even though it may appear vertically on some thin volumes. Use transliterations for all non-Roman characters. Omit accents unless they are absolutely essential. Use a script "ℓ" to distinguish the lower case "l" from the numeral "1" in the call number. Watch capitalization carefully in all LC classification numbers.

The column is divided into four blocks by dashes at the sides:

A. The top block should be left blank UNLESS the call number is to appear at the top of the spine instead of in the standard position, as is the case for a few special document and serial sets.

B. In the second block record the title, using up to 40 characters for monographs, or 5 lines of up to 12 characters apiece for serials. See Section 3.0.1.1 for discussion of how to establish the binding title, shortening lengthy entries, etc. Keep in mind that if the information provided on the binding slip is too long, the binder may have to make his own abridgements or abbreviations...



Arrange the information exactly as it is to appear on the spine, with a dash between lines where a space is to be left:

TITLE	AUTHOR	SERIES TITLE
	-	-
	TITLE	DISTINCTIVE SUB-SERIES

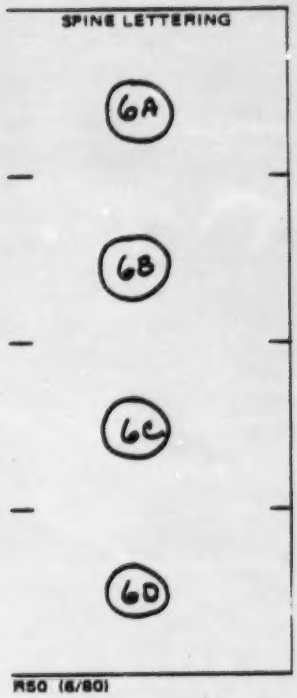
C. In the third block enter the volume number(s) and/or years which are to appear. Always use arabic numbers, NEVER Roman numerals:

17-18	1954	Vol. 4	1975
1969-70	Apr-June	Pt. 2	(Inc.)

If a volume is being bound incomplete, simply put "(Inc.)" under the volume number or year. Variable information will normally fit on two lines; data requiring more space may result in extra charges. See Section 3.0.1.2 for complete guidelines for arrangement and punctuation of variable information.

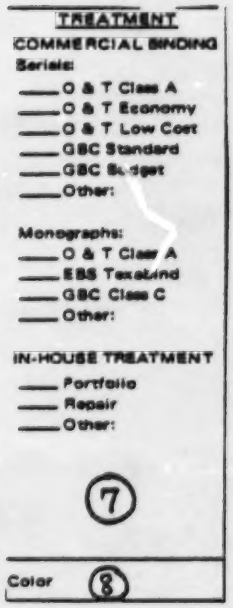
D. In the fourth block enter the call number, spaced exactly as it is to appear when printed horizontally on the spine. If you wish the copy number added, enter this below the call number, separated by a dash. ALWAYS INCLUDE THE CALL NUMBER HERE, even if it also appears in the local retrieval block, unless no call number is to appear on the spine. See also Section 3.0.1.3.

D540.05	P
M661	105
—	.R52
c.3	



3.1.7 Treatment Choice

This column lists the major treatment alternatives, both commercial and in-house. Place a double XX on the line preceding the treatment desired; if "Other" specify exactly, using the terms in section 2.2.1.



3.1.8 Color

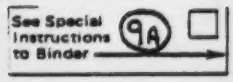
If you wish to specify color for a new set or a Class A monograph, write Red, Green, Blue, Brown or Black in this box and the binder will select the precise shade to be used. (If it is essential, you may select exact shade numbers from swatch books available in the Preservation Department.)

If a volume is to match those of the same set bound previously, write the color number IF you know it, or write "Match sample" and send an earlier volume along with the one to be bound. BUT if the set has been bound Class A by O&T, simply write "Match rub".

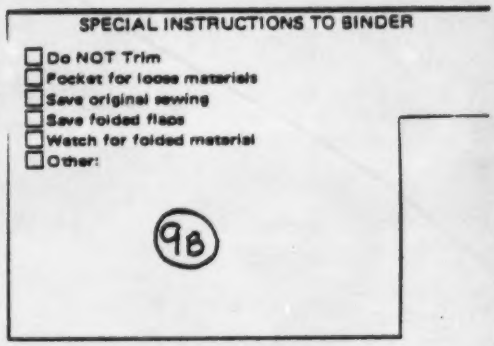
NOTE: There is no color choice for O&T Low Cost (all black), nor for EBS or GBC Class C (random colors), nor for regular in-house treatment.

3.1.9 Special Instructions to Binder

A. Alert to Binder. If you provide any special instructions in boxes (9B) or (9C), check here. Otherwise leave blank.



B. Specific Instructions. Use this center area on the right half of the Binding Slip whenever there is a need for special handling by the binder - i.e., variations from the norm for the treatment alternative selected. Check the description in Section 2.1.1 for the binding style you have selected to be sure the special handling desired is possible. No special treatment is available for GBC Class C or EBS, and it is limited for O&T Low Cost and GBC Budget.



"Do Not Trim" should be checked whenever the margins are so narrow that significant text will be lost if the volume is trimmed. (Trimming is standard, to provide a smooth surface on the exposed edges of the book block which reduces fraying of pages and accumulation of dirt.) In volumes with generally wide margins, be sure to look for scattered pages with tables, footnotes, etc., extending into normal margin areas, as the binder is likely to miss these. If uncertain about whether a volume should be trimmed or not, write "Watch narrow margins".

"Pocket" should be checked if the item contains loose materials which are not to be bound in (large maps, charts, appendices on microfiche). Pockets will be placed on the inside back cover unless some other location is specified. (See also Section 2.2.3.3). Do not confuse this with the small pocket inserted locally for book cards or charge slips - see 3.1.10.

"Save original sewing" should be checked if: the inner margin is very narrow (3/8" or less) AND the original sewing is intact. For such materials, the binder can make a case (front and back covers and spine) for the block of pages without re-binding the pages themselves. This can ONLY be done if the original block is in good condition. It eliminates loss of inner margin, but the special handling required results in extra charges. This treatment is also referred to as "recasing", "save sew" and "paste wash", and is usually appropriate for rebinding volumes whose covers are damaged or broken. It can also be specified for new volumes which, though issued in soft covers, have been sewn rather than glued together. This CANNOT be used for books previously bound with adhesive.

"Save folded flaps" can be checked if it is essential to preserve information contained on book-jacket-type flaps found on some paperback covers.

"Watch for folded materials" should be checked if the volume contains any folded charts, maps, etc., which might otherwise be cut off when the page block is trimmed.

"Other" instructions for commercial binding might include such things as: "Pages 79-93 missing; bind as is"; "Correct reversal of numbers 2 and 3" if an incorrectly bound volume is being rebound; "insert photocopy of pp.26-34;" etc. For in-house treatment, "Other" instructions might include: "Save the original covers"; "Repair p. 7-10"; "Remount loose plate and tip-in", etc.

For O&T Class A Serials you may choose to relocate or remove issue covers and/or pages consisting solely of advertisements. For example, if covers of all issues are identical and each issue contains an adequate title page, covers may be removed. This is worthwhile only if the covers are printed on heavy stock which would increase volume thickness and interfere with pages lying flat. If each cover serves as the only table of contents for the issue, and the cover stock is very stiff, you may instruct the binder to place all front covers at the beginning of the volume. If issues contain sections of pure ads on unnumbered pages which add nothing to the bibliographic or historical value, the binder may be instructed to move them all to the back or discard them completely to reduce the size of the volume. Generally speaking, however, such rearrangements or deletions are unnecessary and may diminish the historical value of the item. The extra costs involved are therefore seldom justifiable.

C. Class A Collation. The lower right area of the Binding Slip is to be completed ONLY for O&T Class A binding, since no collation other than rough sequence-of-issues checks is performed in the course of other treatments. This means that FOR ALL OTHER BINDING STYLES, THE ORIGINATING LIBRARY UNIT IS RESPONSIBLE FOR ASSEMBLING MATERIALS IN THE EXACT SEQUENCE IN WHICH THEY ARE TO APPEAR IN THE FINISHED VOLUME, including putting serial pieces in proper order, placing title pages, tables of contents or indexes appropriately, removing unwanted materials (stapled-in mailers, etc.).

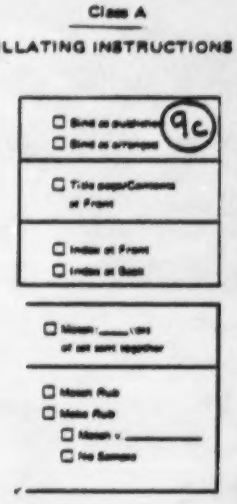
O&T Class A volumes are collated by the binder, who will follow any instructions provided by the originating library unit. Standard collation - what the binder will do in the absence of special instructions - for Class A monographs includes: rapid page-by-page check for sequence, minor repair of torn pages, identification of unusual features requiring special handling (such as refolding maps to avoid trimming folds). If additional instructions are appropriate, such as "Do Not Trim" or "Pocket", check the appropriate box or make additional notes under "Special Instructions".

Standard collation for Class A serials includes: issue by issue and page-by-page checks, minor repairs, refolding maps, etc. In addition, covers, advertisements, title pages, tables of contents and indexes may be relocated in accordance with instructions from the originating library unit, and rubs will be kept by

the binder so that subsequent volumes of the same serial will match those previously bound.

If earlier volumes from the same set have been bound O&T Class A, simply check "Match rub" in the last box, and the binder will follow earlier instructions for this title (i.e., do NOT repeat instructions for every volume). For serials to be bound Class A for the first time, and Class A monographs, complete all appropriate boxes as follows:

This provides basic guidelines on the desired arrangement. "Bind as published" means just what it says; if you check this, skip the next two boxes. "Bind as arranged" indicates a change from the published sequence; check the next two boxes as needed to indicate the changes.



Check here if the publication provides a cumulated title page and/or table of contents which is to be placed at the front, crossing out one or the other if both are not provided.

Check the appropriate box if a cumulated index is to be placed at the front or back of the volume.

This guides the binder in matching the appearance of serial volumes of the same title bound at different times. Ocker & Trapp keeps a file of "rubs" for Class A material arranged alphabetically by title, which are used to match later volumes with earlier ones. Complete this box as follows:

--If no volumes of a particular title have been bound before and later volumes should match this, check "Make Rub" & "No Sample".

--If previous volumes have been bound by another binder and this and subsequent volumes should match them, check "Make Rub" and "Match vol.____" and send along a sample of a previously-bound volume.

--If previous volumes were bound Class A by Ocker, check "Match rub", and be sure that the title given on the binding slip exactly matches that on the last previously-bound volume so the rub can be retrieved from the alphabetical file. Should there be a title change, give the new form of the title on the binding slip, and put "Changed from old title ____(former title)____; make new rub" in the Special Instructions box.

3.1.10 Shelf-Processing Instructions

Check "Through Serials" for all serial volumes, to insure that completed volumes are added to the shelflist and that cataloging and public records can be verified and up-dated. (Exceptions: Rebinds; Health Sciences, Law, Music, vernacular EAL materials, and GL materials prepared for binding by Serials Cataloging.). If the binding title differs from the main entry in the catalog record, the catalog entry must be given in the "Shelf-Processing Instructions" box to speed the adding process.

Other instructions need only be given IF the treatment is to differ from standard shelf-processing, which includes:

--stamping for location, or pasting bookplates, on inside front cover;
--pasting a pocket on inside back cover for book cards or charge slips. Exception: No pockets are ever put in volumes for Reference, Avery, Fine Arts or Rare Books, or in serial volumes for the Science libraries, so these units need not check "No Pocket";
--putting call numbers on spines; this includes volume numbers and/or dates; and (when known) copy numbers for all units except: Avery, Barnard, Burgess-Carpenter, Business, Columbiana, Health Sciences, Philosophy, Rare Books, Social Work;
--placing Checkpoint II plates in Engineering monographs.

Any necessary changes from this standard processing should be clearly specified. The most common change will be "No Pocket" for non-circulating materials.

Note: No title information will be added to the spine of in-house or publisher-bound materials UNLESS absolutely essential for shelving (i.e., if title is used for shelf arrangement instead of call number). In such cases, put "Add title to spine" under "Other" instructions in this area, and be certain accurate lettering information appears in box #6b. (Title information does, of course, appear on commercially-bound volumes when specified on binding slip.)

3.2 GBC AUTOMATED BINDING CONTROL SYSTEM

As a convenience to customers binding large numbers of serial volumes annually, the General Bookbinding Company has developed a computerized system of pre-printed binding slips. Once a title has been entered into the system, binding slips containing all of the fixed information for each title are provided annually (at no cost) to the library unit preparing the materials. Bindery preparation work, therefore, is reduced to recording the variable information for specific volumes - dates, volume numbers, etc. In other words, all typing of binding slips can be eliminated, fixed information is accurately reproduced each time, and all records necessary for matching volumes of a single title are automatically retained by the binder.

The Automated Binding Control system may be used for serial titles to be bound in either the GBC Standard or GBC Budget styles. (GBC binding alternatives may be selected by any unit without entering a title into the Automated Binding Control System, simply by checking the desired treatment on the Standard Binding Slip.)

Beginning in 1974, several Columbia units have entered large portions of their serial binding records into the GBC Automated Binding Control System, realizing substantial savings in bindery preparation time once the conversion is made. As of spring 1980, the following units were involved in using the system: Barnard, Business, Law, Lehman, Library Service Library, Periodical Reading Room, and the eight units of the Science Division. On the basis of this experience, the following guidelines for conversion to and use of the system were developed by the Binding Procedures Committee; they are reproduced here from the Committee's Report issued February 11, 1980.

1. Departmental librarian discusses implementing the GBC Automated Binding System for serials with appropriate heads:

   a) Division Chief, Services Group Director or University Librarian (if departmental library is a Distinctive Collection)

   b) Head, Preservation Department, and

   c) Head, Serials Cataloging.

These heads should be notified for budget, personnel and processing reasons.

2. Contact GBC representative (phone: (216) 729-9411 collect) to discuss implementation. Arrange to see or receive the following:

   a) GBC slide presentation (1 hour),

   b) GBC Data File on Automated Binding Control (a simple booklet on the GBC system), and

c) GBC Simplified Computer Preprinted Bind Ticket System for Standard Library Binding (a manual for conversion to the GBC system with an explanation of coding the preprinted binding tickets).

3. Review GBC information. Contact other departmental libraries and GBC representative about questions. Decide whether to convert serials binding to GBC system. If you decide to convert to GBC system, please read the following guidelines.

4. With GBC representative, make a timetable for coding. Coding is the conversion of the departmental library's serials binding records into the GBC format. Usually the GBC representative codes the titles for the departmental libraries that have converted to GBC. However, some departmental libraries may prefer to do their own coding. Discuss with the GBC representative the file from which coding will be taken. The possible files and the order of preferences are: binding file, Kardex, Serials Catalog or serial volumes themselves. The following guidelines assume that the unit has a binding file and the GBC representative will do the coding. The departmental library will receive its alphabetical file of preprinted binding tickets 4-6 weeks after the coding forms have been given to GBC.

In general, the more accurate the file that the GBC representative uses for coding, the faster the coding will go as well as being relatively error free. Therefore, it is recommended that departmental libraries do steps 5 and 6 before the GBC representative codes their serials. While not recommended, it is possible to combine steps 5 and 6 when checking the GBC representative's coding.

Samples of the GBC coding form and Preprinted Binding slip appear on the next two pages. Procedural instructions continue on p. 46 .

5. Weed binding file in preparation for coding:

A. Status of subscription:

1. If subscription is no longer current or available, pull binding card so it is not coded.

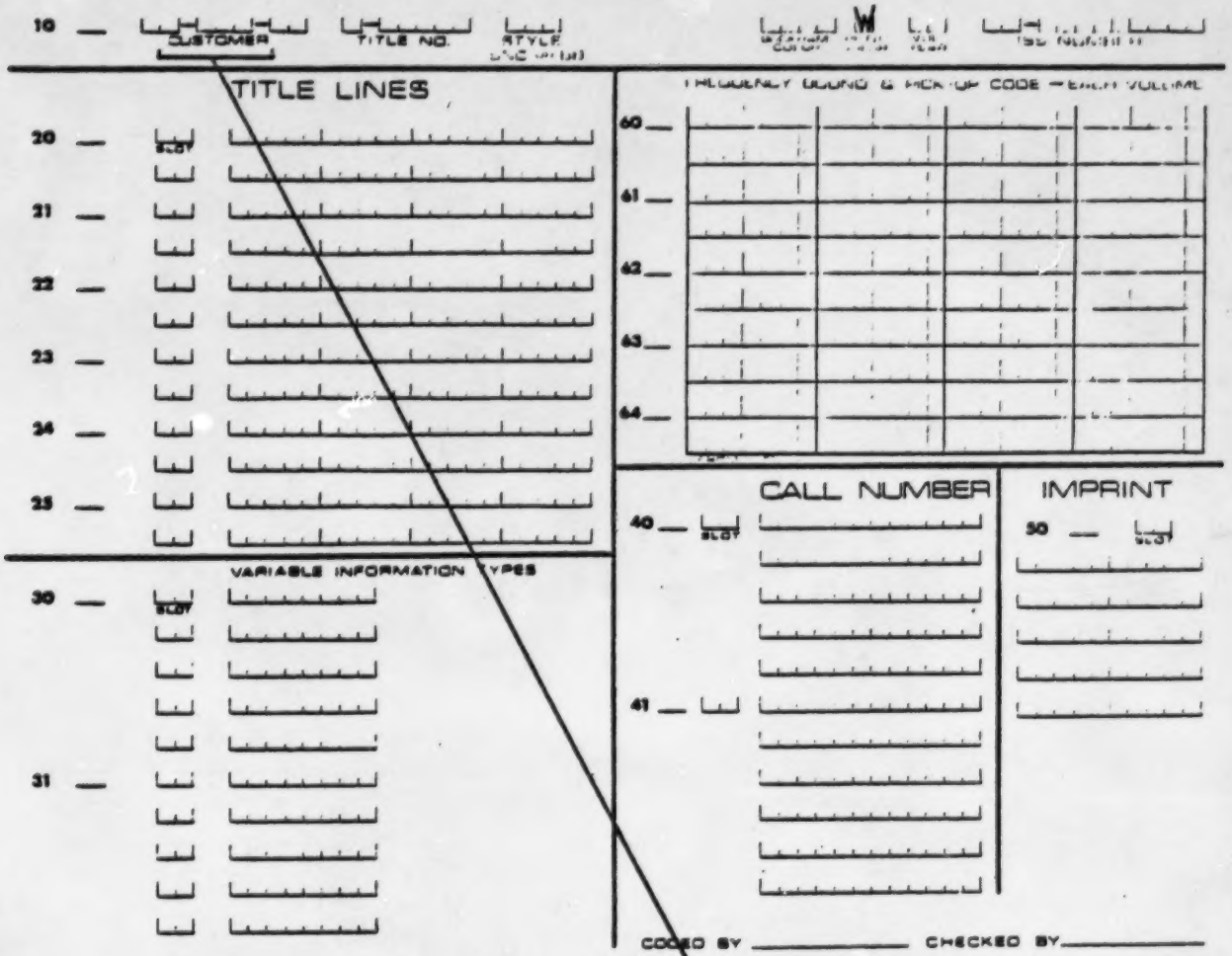
2. If subscription has lapsed but is still published (according to Ulrich's, Faxon or other information) and you intend to continue the subscription, claim and keep the binding card in the file for coding.

B. Format (if a microform copy of the title is received):

1. If departmental library retains both microform copy and bound hard copy, keep binding card in the file for coding.

2. If departmental library only keeps microform copy, pull binding card so title is not coded.

BINDING MASTER CODING FORM SNC & BB

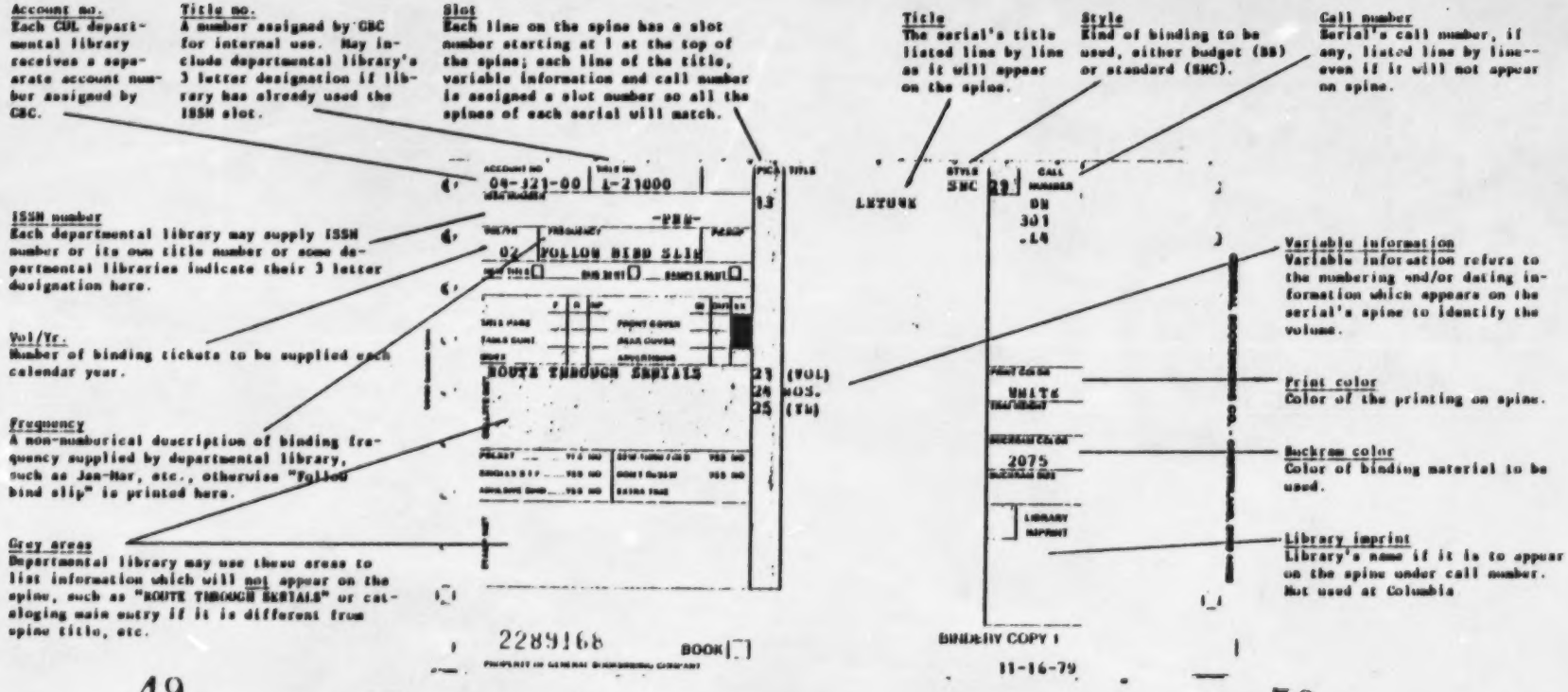


GBC CODING FORM

The departmental library or the GBC representative fills out this form to input the library's serial binding information into the GBC computer which will print the preprinted binding tickets.

All information on this form is explained on the description of the GBC Preprinted Bind Ticket (see next page). The Customer number slot on the Coding form is labelled Customer but appears on the Preprinted Bind Ticket as Account No.

Description of GBC Preprinted Bind Tickets


Account no.
Each CUL departmental library receives a separate account number assigned by GBC.
Title no.
A number assigned by GBC for internal use. May include departmental library's 3 letter designation if library has already used the ISSN slot.
Slot
Each line on the spine has a slot number starting at 1 at the top of the spine; each line of the title, variable information and call number is assigned a slot number so all the spines of each serial will match.
ISSN number
Each departmental library may supply ISSN number or its own title number or some departmental libraries indicate their 3 letter designation here.
Vol/Yr.
Number of binding tickets to be supplied each calendar year.
Frequency
A non-numberical description of binding frequency supplied by departmental library, such as Jan-Mar, etc., otherwise "Follow bind slip" is printed here.
Grey areas
Departmental library may use these areas to list information which will not appear on the spine, such as "ROUTE THROUGH SERIALS" or cataloging main entry if it is different from spine title, etc.
09-121-00
L-21000
13
02
FOLLOW BIND SLIP
ROUTE THROUGH SERIALS
21 (VOL)
24 NOS.
25 (YR)
2289168
BOOK
Title
The serial's title listed line by line as it will appear on the spine.
Style
Kind of binding to be used, either budget (BB) or standard (SNC).
Call number
Serial's call number, if any, listed line by line--even if it will not appear on spine.
LETTUCE
SNC
29
DN
301
.L4
Variable information
Variable information refers to the numbering and/or dating information which appears on the serial's spine to identify the volume.
Print color
Color of the printing on spine.
WHITE
Buckram color
Color of binding material to be used.
2075
Library imprint
Library's name if it is to appear on the spine under call number. Not used at Columbia
BINDERY COPY 1
11-16-79

49

50

C. Binding frequency:

1. Indicate binding frequency. This information will generate the correct number of binding tickets per year.

2. If the title is bound at least once every five years, keep the binding card in the file and indicate that one binding slip should be generated each year. (The minimum number of tickets for the GBC system is one ticket each year.) Binding tickets not used during the year may be discarded when the new file of preprinted tickets is received at the end of each calendar year.

3. If the volumes bound each year for a title varies due to irregular thickness of issues, keep the binding card for coding and indicate the maximum number of volumes ever bound in one year so that the maximum number of tickets will be produced in case they are needed.

6. Review binding cards for spine title, number of lines in title, variable information, binding style and call number. As of this writing, the GBC price includes 7 lines of title and variable information. Currently, GBC charges 40¢ per line over the 7 lines, plus 20¢ for each line of call number.

Keep title and variable information to 7 lines or less. In general, this will mean 5 or less lines for the title and 2 to 3 lines for the variable information.

Line length is limited by the volume's finished width. Use the rule of 6 characters and spaces to the inch in making your computations. If the spine of the volume to be bound has space for only 5 characters or less, the title will appear vertically on the spine and the call number will appear in the lower left hand corner of the cover of the volume. Therefore, it is best to delay binding until the volume's spine is wider than 5 characters or at least 1".

A. Check binding cards against catalog entry. Whenever possible, spine title should match the cataloging entry. If the cataloging entry will not appear on the spine, it should be coded on the preprinted binding ticket in the grey area. (The grey area is for information which will <u>not</u> appear on the spine.) Having the cataloging entry in the grey area will expedite processing of added volumes by the Serials Cataloging Dept.

1. Any word that would take up more than two lines should be abbreviated.

2. Words with recognizable abbreviations should be abbreviated in order to make the spine title 5 lines or less. Each subject and language will have often repeated words which should be abbreviated. It is recommended that each unit add to this list and refer to it for consistency in the abbreviations it uses. A basic list is provided below:

acad--academy, academic, academia
admin--administration, administrative
akad--akademiia, akademia
Am--America, American
ann--annual, annalis
anthro--anthropology, anthropological
assn--association
bibl--bibliography, bibliographic
bull--bulletin
comm--community, communities, communist, committee, commission
conf--conference
cong--congress
cuad--caudernos
dept--department
div--division
e--east
econ--economic, economy, economies, economia
Engl--English, England
fed--federation, federal
fest--festschrift
geo--geography, geographical, geology, geological
gio--giornale
gov--government, governmental
hist--history, historical, historia
info--information, informacion, informazione
inst--institute, institut, institution
int--international, internationale, internaux
jour--journal
lang--language
ling--linguistics
lit--literature, literatura, litterature, literaturaia, literaturnyi, literaturna
n--north
nac--nacional
nat--national, nationale
news--newsletter
obshch--obshchestvennye
org--organization, organizational, organizacion
pol--political, politics, politique, politica
proc--proceedings, processes
pub--publications, publicacion
qtly--quarterly

rep--republic, republica
rev--review, revista, revue, revolution
s--south
sci--science, scientific
soc--society, societe, sociology, sociological, sociedad
stat--statistic, statistiske
suppl--supplement
trans--transactions
trav et doc--travaux et documents
univ--university, universite
w--west
wiss--wissenschaft, wissenschaftliche
yrbk--yearbook
zeit--zeitschrift

B. Variable information refers to the numbering and/or dating information which appears on the serial's spine. Compared to the other spine elements of title and call number which remain the same for all volumes, the number and/or date is different on each volume. Therefore, the number and/or date is referred to as variable information.

In the GBC system, clues for filling out the variable information are coded and printed onto the preprinted binding tickets. Depending on whether the clues are enclosed in parentheses or not, the clues will be either suppressed or printed on the spine. For instance, the preprinted binding ticket may read:[1]

(VOL)		13
PGS	and the person completing the	1 - 1650
(ABS NO)	binding ticket would fill in:	(49A - 535J)
(YEAR)		1970

Because "PGS" was the only clue not enclosed in parentheses, the bound spine will look like this:

13
PGS.1 - 1650
(49A - 535J)
1970

The purpose of entering the clues on the binding ticket is to provide the person completing the binding ticket

---

[1]Note the example above is used to illustrate the use of parenthesis on the preprinted binding slip. The majority of serials will normally have 2 lines of variable information, generally volume and year, and, therefore, will follow the guidelines of 3 lines or less for variable information.

with an indication of the format of the variable information that the library uses to differentiate volumes. Each clue, including the parentheses if any, of variable information can only be 8 spaces long. Recommended contractions or abbreviations are listed here:

abs--abstract
bd--band
fasc--fascicule
jahrg--jahrgang
nos--numbers
pgs--pages
pt--part
suppl--supplement
vol--volume
yr--year

Occasionally, additional variable information may be needed by the library to identify a specific volume such as for indexes or supplements. The person preparing the volume need only write the information on the preprinted binding ticket and it will appear on the spine. An example, using the same serial as our example above would be filled out as follows on the preprinted binding ticket:

(VOL) 13
PGS 1 - 1650
(ABS NO) (49A - 535J)
(YEAR) 1970
INDEX
1961-70

The spine of the serial volume will be printed:

13
PGS. 1 - 1650
(49A - 535J)
1970

INDEX
1961-70

C. Binding style choice is between GBC Budget (BB) and Standard (SNC). Refer to Sections 2.2.1.7 and 2.2.1.8 for guidelines and price differences.

D. Call numbers for all classified serials should be coded regardless of how they are currently shelved because the call numbers expedite adding in the Serials Cataloging Department. If a unit does not shelve by call number, a single line should be drawn through the call number on the preprinted binding ticket each time the volume is prepared for binding so that the call number will not be

printed on the spine. Do not use red to line out the call number because red corrections indicate permanent changes to the computer for future binding tickets. If a library subsequently decides to shelve by call number, the appropriate number of Selin labels may be requested from Materials Processing for volumes already bound and the call number would no longer be lined through for future volumes as they are sent to be bound.

The maximum number of characters for each line of call number is 10 in the GBC system. In general, it is suggested that the call number be arranged in lines on the spine to insure shelving accuracy. The recommended arrangement of the call number would be:

AE 5 .D6 C43	OR	D026.56 Am3

Although this incurs charges of 20¢ per line for those call numbers which actually are printed, it will result in more accurate shelving. It should be repeated that those libraries which do not want the call number on the spine because they shelve by title must strike out (with a single line) the call number on the preprinted binding ticket each time a volume is sent for binding.

7. After the binding cards have been reviewed, make an appointment for the GBC representative to come and code the departmental library's serial titles. It is recommended that the following be coded for each title:

a) Type of binding/color
b) Title (with slashes between the spine lines)
c) Variable information format
d) No. of tickets/yr
e) Call number

8. The unit should double-check the GBC representative's coding. Be sure the title is 5 lines or less. Be sure cataloging entry is indicated if it is not the same as spine title. Be sure abbreviations are consistent. Be sure variable information is clear. Be sure call number is correct.

9. Since the GBC preprinted binding ticket does not have a "route through serials" section, advise the GBC representative to print on all the departmental library's preprinted binding tickets in the grey area "ROUTE THROUGH SERIALS." When there are exceptions to this, such as added copies, exact rebinds, serial volumes already added by serials cataloging or uncataloged serials, which should not be routed through Serials Cataloging for adding, line out or do not have "route through serials" printed.

10. Check binding card for color of previous bound volumes and attempt to match color as closely as possible within the colors currently available from GBC.

11. It is recommended that departmental libraries consider inputting ISSN at the time of coding. As Columbia moves closer to serials automation, this number will become more important. If the departmental library decides to code the ISSN, check the binding file or the GBC representative's coding against Ulrich's to find and add the ISSN.

12. The departmental librarian and the GBC representative will decide where to indicate the departmental library's name on the preprinted binding ticket. If the ISSN slot is not used for the ISSN, the departmental library's name can be put there. If the ISSN is coded, the recommended spot for the departmental library's name is a 3 letter designation after the title number in the upper left hand corner of the preprinted binding ticket. The departmental library's name must appear somewhere at the top of the slip to ensure proper marking and routing of volumes after binding.

13. Return reviewed coding to the GBC representative to print tickets. This will take 4-6 weeks. Review the preprinted tickets to be sure all corrections were made before actually starting to use them as binding tickets.

14. Contact the heads of the Preservation and Serials Cataloging departments for help in determining the best pickup and delivery schedule for the departmental library. (They will need to know the schedules for other departmental libraries and may have recommendations from a processing point of view.) With their recommendations, set a schedule with the GBC representative for pickup, either from the Preservation Department (recommended for Butler units) or from the departmental library. After this schedule is set, GBC will supply the unit with a calendar indicating the departmental library's pickup dates.

3.3 ROUTING MATERIALS FOR TREATMENT

After completing the Binding Slip, carefully remove the last copy of the four-part form as your local record of items sent for treatment, and discard the back carbon. Do NOT separate the other three copies.

Should the binding slips for any items be prepared in advance, be certain the Date Sent at the top of the slip corresponds with the time the materials are actually forwarded. Otherwise we cannot monitor workflow accurately, nor claim overdue material with confidence.

All materials sent for binding or repair MUST be accompanied by a Binding Slip. Materials without slips, and those with inadequate instructions or inappropriate treatment choices, will be returned. The call number on the slip must match the call number on the piece, either on the t-p verso or, for many serial issues, on the front cover. If the call number was not added to the cover of serial issues at the time they were received, it must be added to the top issue of each collated set to be bound into a single volume before it is sent for binding.

Safe transfer of unbound or damaged materials is difficult, and no hard and fast rules can be laid down. General guidelines, to be applied with a liberal dose of common sense and awareness of potentially damaging practices, are:

- —Do NOT use paper clips to attach Binding Slips to material. They frequently poke holes and tear the pages. Instead, place the slip carefully inside behind the title page, with the top protruding about 1/4" so it can be easily found. If the slip would extend more than 1/2" beyond the cover of a narrow volume, fold it in half vertically and place inside with the left side of the instructions facing up.
- —Do NOT use rubber bands to hold unbound issues together. They cut into the paper and are very difficult to remove without tearing pages. Rubber bands may be used for material with sturdy covers (one band per book only), but even for this they are not really recommended.
- —The preferred method of securing materials is to tie them with a length of soft cotton string or tape, once around in each direction, with a bow knot so they can be untied easily. Tie them securely BUT not so tightly as to invite damage: a little care and gentleness in handling materials at every stage in their preparation and treatment will go a long way toward prolonging their useful life. Materials should be sent either to Room 106 or Room 110 Butler, as specified below.

3.3.1 Commercial Binding

Ocker & Trapp visits Butler Library weekly, generally on Tuesday morning. Materials should be received in the Materials Processing Section, 110 Butler, by Monday noon to insure inclusion in the Tuesday pick-up. Mark the top of binding slip "To: Butler Room 110" and forward the top three copies with the material.

EBS picks up material from Butler Library every 3-4 weeks. Phone the Materials Processing Section, x2223, if you need to know date of the next pick-up. Mark the top of the binding slip "To: Butler Room 110" and forward the top three copies with the material.

GBC visits Butler Library every other week, generally on Wednesday afternoon. Materials going to GBC through Butler should be sent with the top three copies of the binding slip "To: Butler Room 110" by Tuesday afternoon of the pick-up week. In addition, arrangements can be made with GBC in advance to have the GBC driver pick up materials directly from collection units in other campus buildings. Such materials must be packed with their binding slips and a shipping list, in separate cartons for each type of binding. Units may use a combination of local and Butler pick-up.

3.3.2 In-House Repair

Materials in need of repair, portfolios or other in-house treatment may be sent to the Binding Section as they are discovered. Mark the top of the binding slip "To Butler Room 106" and forward the top three copies with the material. (Note: the former Quota/Schedule System, which stabilized the Binding Section workflow when large batches of routine binding were done, has been suspended. Repairs and other treatments are now performed on a regular first-in first-out basis.)

3.3.3 Shelf-Processing

Materials in need of shelf-processing only (changing call numbers, adding gift plates etc.) should be sent to Materials Processing, Room 110 Butler. A Binding Slip may be used to provide instructions, with the back copy retained for a circulation record, or the item may be sent with a note describing fully what is needed.

If call number labels are all that is needed, and the call number does not exceed seven spaces on a single line, units may choose to keep the volumes, sending a request for labels to Materials Processing. Call numbers will be typed as instructed, and the pre-cut labels, still on the backing tape, will be returned for local application. If more than thirty labels are needed in a single week, please call ahead — x2223 — to be sure that the additional workload can be absorbed.

3.4 RUSH SERVICE

A limited number of items can be handled on a Rush basis; but rush service by nature disrupts the normal flow of work and should be kept to an absolute minimum, reserved for truly urgent needs. Rush service necessarily slows down the entire process for non-rush items.

3.4.1 Rush Commercial Binding

O&T Class A and Economy Binding can be done on a Rush basis, with three options available:

- --"Regular Rush" items received in Materials Processing in time for the Tuesday morning pick-up will be returned by O&T in two weeks; extra charge 80¢ per volume.
- --"Special Rush" items picked up one Tuesday will be returned the following Tuesday; extra charge $1.80 per volume.
- --"Super Rush" items picked up Tuesday can be returned on Thursday, for an extra $7.00 per volume. Since this requires an extra trip to Columbia for the binder, it should be used only in extraordinary circumstances.

GBC Standard and Budget Binding may be sent in separate "Rush" packages and will be returned two weeks after pick-up. There is no extra charge.

No rush service is available for: GBC Class C, O&T Low Cost or EBS Texabind.

Rush volumes will be forwarded from Materials Processing within one working day of their return from the binder. When necessary, departmental staff may arrange to pick up rush volumes on the delivery day, by calling Materials Processing, x2223.

3.4.2 Rush In-House Treatment

A limited number of ordinary repairs and other treatments can be performed on a rush basis each week. If received by Wednesday, they will normally be returned the following Tuesday.

The Binding Section will continue to provide "Quick-Binding" for unbound material that is needed in a hurry and does not warrant a permanent binding because it is regularly updated or it will remain on the shelf only a short period of time. (Rush items to be retained permanently should be sent for Rush commercial binding, see Section #3.4.1 above.) This provides physical support until material is discarded. "Quick-Bind" should be written in the In-House Treatment Section of the Binding Slip. If received by Wednesday, they will normally be returned the following Tuesday.

3.5 RETRIEVING MATERIALS IN PROCESS

From time to time, the Preservation Department is besieged by anxious readers who have been told that an item not found on the shelf is "at bindery". In some cases these readers have come on their own initiative; in others, they have apparently been sent by a public service staff member. In either case, the results are usually disastrous. The reader doesn't know when the book was sent, or for what kind of treatment; and since the Preservation Department cannot keep title-by-title logs for tracking the thousands of items passing through the several processes, the chances of retrieving the sought-after-book are just a bit better than zero. So the staff feels harrassed and the reader ends up more frustrated than before.

3.5.1 Judging the need

There are occasions when persistent readers do deserve some special effort to locate the materials they need. If a public service staff member has verified that the item is not on the shelf, and judges that the reader's need is legitimate and of great urgency, the staff member -- not the reader - should contact the Preservation Department, providing the information specified below, and an answer of some sort will be provided within one working day. Keep in mind the fact that normal processing is disrupted every time a special search must be made. Materials in process are not, by definition, accessible to readers, and requests should be limited steadfastly to special cases of the utmost urgency in order not to delay the regular processing of all materials.

3.5.2 Providing adequate information

Compare the "Date Sent" on the binding slip with the normal turn-around time for the treatment requested; if the material is due back in a short time it may not be necessary to proceed further. Otherwise, the Preservation Department must be provided with full author/title, call number, Date sent, Transaction number (pre-printed on the slip), and the type of treatment requested.

3.5.3 Channeling the Request

Contact the Materials Processing Section, x2223, for materials sent for commercial binding, re-lettering, new pockets or bookplates.

Contact the Binding Section, x3580, for materials sent for in-house treatment.

3.5.4 Staff Queries for overdue items

Queries initiated by staff should be handled in the same way, EXCEPT that searches for titles which have been out for at least a

month longer than the anticipated turn-around time should be handled as follows: After thoroughly searching the shelves (items do occasionally get back without the charge being pulled), send copies of binding slips for all missing items, complete with all the information specified in #3.5.3, to the Head of the Preservation Department, Room 1105 Butler Library. They will be systematically searched, and a report provided within two weeks.

Note: Queries about newly-cataloged material not yet received and for which the department does not have a binding slip should be directed to Materials Processing, x2223. Date of cataloging and catalogers initials should be provided along with author/title and call number. The final IPL code -- either "CC" or "BI" --should also be given; BI indicates the item was received unbound and must be prepared and bound before forwarding to the department.

3.6 RETURN OF MATERIALS FOLLOWING TREATMENT

When completed work is returned to the appropriate collection unit, a copy of the binding slip will normally accompany each volume, to facilitate clearing of circulation files.

All returned volumes should be inspected to be certain that no errors in binding or lettering have been made. Should errors be discovered, return the volume with the original binding slip and instructions on a second slip explaining what is wrong to the Head of the Materials Processing Section, Room 110 Butler Library, for correction. It is essential that the original binding slip be returned whenever the error was made by a commercial binder, since they are responsible for rectifying such errors at no charge to the Libraries.

4.0 NOTES ON PRESERVATION

From time to time, the Preservation Department will issue suggestions, guidelines, warnings and miscellaneous information on various aspects of preservation which may support the efforts of all library staff in the proper care and maintenance of the collections. Further detail on topics dealt with in these "Notes" may be requested from the Preservation Department Office (x2223), and all staff are encouraged to suggest additional topics for inclusion in this section.

4.1 Tips on Shelving Books

Since books spend most of their lives on shelves, shelf conditions have a great effect upon life expectancy. Here are a few hints and a trick for improving the former to extend the latter:

4.1.1 Don't pack shelves

If a book won't slide back on a shelf with a gentle push, the shelf is probably too full; and a too-full shelf can crack spines and cause damage when someone tries to remove a volume. Though space is almost everybody's problem, every effort should be made to shift materials whenever one section gets over-crowded.

4.1.2 Removing books from shelves

Pulling books from shelves by tilting and tugging at the head cap can cause the top of the spine to tear and the bottom corners to wear badly. Instead, push the volumes on either side back just enough to grasp the one desired in the middle of the spine and pull straight forward.

4.1.3 Keep spines vertical

When a book sits on a shelf at a cock-eyed angle, stresses are placed on the spine which lead to premature cracking or tearing, covers and pages may get bent and corners broken, and the whole thing is likely to crash to the floor at the slightest provocation. Books shelved with their fore-edges or spines on the bottom will soon have broken spines. Volumes too tall for normal vertical shelving should be kept separately on higher shelves, or stored flat (see Section 4.1.6).

4.1.4 Use good bookends

Sturdy book ends can hold volumes upright; but be fussy about the condition of the book-end:

Sharp edges can cut books and people. File them down or throw them out; use tape to cover them only as a last resort, because in time it will slip, exposing a little adhesive which will foul up the books.

Rusty metal will dirty and damage covers. A can of enamel paint will do wonders if you can't afford new book-ends.

Too-short bookends can't hold up tall books. As a rule of thumb, a book-end should be at least an inch taller than half the height of most of the books on the shelf. If desperate, glue a smooth piece of plexiglass, very thin board, or heavy cardboard to the book-end, using a strong, epoxy-type cement for a permanent bond.

Slippery-bottomed book-ends will tend to slide away from heavy books. A thin sheet or strip of rubber or other non-skid material cemented to the bottom will help prevent this.

4.1.5 Support very thin items

Slotted shelves which allow the insertion of fixed dividers at intervals along a shelf, and the kind of shelving with brackets which attach to the underside to separate materials below, are particularly useful for keeping rows of tall thin items upright and in order. Lacking these, several regular book-ends, of the type having a single flat upright, can be spaced between volumes on a shelf to provide additional support. These should be cemented down to insure stability, and should be placed along the front edge of the shelf where they are plainly visible, to avoid serious damage from "knifing" -- pushing a book into an unseen book-end.

4.1.6 Keep huge books flat

Gravity will wear out the covers and spines of very tall or very fat volumes if they are stored vertically. Such volumes should be shelved flat, preferably one to a shelf (to avoid damage to one when another is removed) but no more than two or three, on shelves deep enough to support the entire volume. A two-sided shelving unit with no central bracing and adjustable shelves can be converted into a useful flat storage unit.

If flat shelving is completely impossible, insert supports every 6-8 inches (see Section above, 4.1.5).

4.1.7 Leave air spaces in back

The fore-edges of books pushed up against the back wall of a shelf may be bent and abraided, and insufficient air circulation can encourage mildew in warm damp weather. Shelves should be deep enough for volumes to stand free, about an inch from the front, with spines in an even line parallel to the front of the shelf. This not only simplifies shelf-reading and reduces the likelihood of small items disappearing at the back of the shelf; it also tends to equalize the pressure on the sides of the books, and discourages jamming too many on a shelf.

4.1.8 Cleanliness is next to...

Dust and dirt are an unending threat, even in a good filtered-air-conditioned environment, and especially in New York City. Dirt is more than an unsightly nuisance: it can stain book materials, and some kinds of dirt can even introduce destructive chemicals which hasten deterioration.

Routine cleaning of books which circulate can help prevent dust build-up. Keep a lamb's wool or feather duster at the loan desk, and in the area where books are assembled for re-shelving; quick dusting at these points keeps new dust from going back to the

shelves with the books. The dusters should be sprayed periodically with Endust, so that they pick up the dust instead of spreading it around.

Eliminate foreign materials from the stack area. Food, drinks, and smoking apparatus should never be permitted around shelves. Shelf labels should be of the type which fit into brackets on the front-edge; if tape must be used, be sure it does not extend at all above or below the edge of the shelf, lest the adhesive gum up the edges of the books.

Long-term maintenance is the necessary complement to daily dusting of circulating books. Whenever sections are being shifted, each volume should be dusted before being placed on the new shelf. In addition, establish a regular cleaning cycle aimed at working through the entire collection every three to eight years (depending on the size and value of the collection, local dirt conditions, and use patterns). This thorough cleaning should include removal of every item, cleaning shelves and each volume. If possible, use a small vacuum cleaner with soft-brush attachment and a gauze or cheese-cloth filter over the nozzle (to prevent sucking up whole pages); or use Endust-treated cloths for the shelves and dusters for the books. Work from the top shelf down, exercising extreme caution in handling brittle items. During this process, damaged or deteriorated volumes can be identified and removed or flagged for treatment. Valuable leather volumes might also be oiled in the process if enough staff time is available (detailed instructions and supplies are available through the Preservation Department). Units undertaking a cleaning program for the first time should consult the very useful instructions on cleaning, inspecting and refurbishing collections contained in CLEANING AND PRESERVING BINDINGS AND RELATED MATERIALS, by Carolyn Horton, Chicago, American Library Association, 2d ed, 1969, available from the Preservation Department in Butler.

4.1.9 A trick for keeping open stacks neat

People's natural tendency is to leave things as they found them, or more so. If books are haphazardly sprawled on shelves, users are likely to be pretty casual about handling them. But if they're upright in neat rows, users will tend to keep them that way, and may even straighten up a toppled row if it is a conspicuous exception to overall neatness. The trick, then, is to give enough time to tidying up to create an overall impression of straight lines and right angles so that readers will be inclined to perpetuate the arrangement. A sign or two beseeching assistance in keeping order may also be useful.

4.1.10 Staff for shelf maintenance

To accomplish all these things, one person should be given specific responsibility for the appearance of the shelves; in a large stack area, this responsibility should be divided, by area, among two or more assistants. A crash program of straightening up may be easily combined with re-shelving, shelf-reading, weeding, etc. The responsible person should have these notes as a guide, and should be encouraged to suggest major shifts, rearrangement of shelves, requests for more book-ends, etc., as appropriate.

4.2 CONSCIOUSNESS-RAISING AMONG PATRONS

The sample book-mark on the right contains a pointed message about the evils of marking up library books. Other messages which can be sent abroad, via book-marks or signs in appropriate locations, include:

"Books are NOT indestructible; please handle with care; open gently, and don't use weights to hold them open as this could crack the spine."

"If you discover torn pages or other damage, please bring to the librarian's attention."

"If you must photocopy from a book, please be gentle: pressing down too hard will crack the spine. Brittle pages may fall out altogether; let us copy them for you."

"Books are an endangered species! Handle with care."

"Don't pull books from the shelves by their tops, which may tear; instead push those on either side back just far enough to grasp the middle of the one you want."

"Bugs like to eat books as well as crumbs; please don't bring food or drink into the stack area."

"Even the cleanest hands will leave damaging oils on photographic materials; handle by the edges only."

"If you find a slide with a bent or torn mount, or a film with a torn sprocket, please report it to the librarian — it may wreck the next projector."

"One fingerprint on a microform can blot out a whole page; handle by the edges only."

"Please report torn microfilm to the librarian so it can be repaired before it's too late."

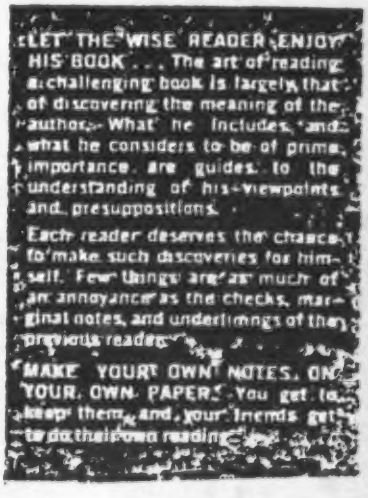
"Most of the newspapers in this collection are old and brittle; please be very careful in turning pages."

There are many other such messages which may be appropriate for particular situations. The point is to get patrons (and staff) to think twice about the way they handle library materials. Use your imagination to adapt this approach, and if you've got an artist handy, illustrations can make the message much more effective.

Tower Symbols, Main Entrance

SPEER LIBRARY

Princeton Theological Seminary


LET THE WISE READER ENJOY HIS BOOK . . . The art of reading a challenging book is largely that of discovering the meaning of the author. What he includes, and what he considers to be of prime importance, are guides to the understanding of his viewpoints and presuppositions.
Each reader deserves the chance to make such discoveries for himself. Few things are as much of an annoyance as the checks, marginal notes, and underlinings of the previous reader.
MAKE YOUR OWN NOTES, ON YOUR OWN PAPERS. You get to keep them, and your friends get to do their own reading.

4.3 WATER DISASTERS

No one wants to preside over a flood, but water damage from leaky pipes, dripping air conditioners, windows left open in a rain storm, vandalism, fire sprinklers or hoses, or natural disasters are a constant threat to library materials. Though older buildings tend to be more susceptible to faulty pipe problems, air conditioning and plumbing systems in newer buildings can also malfunction; and during expansion or remodelling in or adjacent to library collections, water-related accidents are a constant danger.

4.3.1 Preventive Steps

Staff should become familiar with the location of all pipes, sinks, drains, and air conditioning machinery and ducts in rooms containing library materials and those directly above or beside, so that the source of a water flow can be quickly located and corrected. This is especially important in areas with drop ceilings, because water may travel many feet away from its source within the ceiling before plunging through a weak spot.

The top and the bottom shelves are the most vulnerable to water, which usually travels across floor surfaces or drips from ceilings. Most shelf units have raised bottoms which keep books several inches above the floor, thus providing protection against minor spills or leaks. Books should never be on the floor. Where carpeting is used in shelf areas it should not extend beneath the shelves, since it will act as a wick to draw moisture under and even into shelves. Proper drying is then almost impossible, and mildew from damp carpets may migrate to nearby books. Units with solid tops above the highest shelf provide some protection from ceiling leaks, but volumes whose edges project to the edge of the shelf or beyond will catch the drips. Plastic sheeting should be kept handy for flinging over shelf units in the event of falling water. In a pinch, a little protection can be achieved through the use of plastic trash bags, hidden supplies of which can often be found in waste baskets under the bag in use.

4.3.2 Salvage

If water is discovered in a place where it shouldn't be, the steps below should be taken. While prompt action is very important, it is essential to remain calm and not to embark on any major effort such as moving large amounts of material without consultation and careful consideration.

First, if the source of the water is immediately evident and the flow can be easily stopped (by shutting a window or turning off a faucet), stop it. But do not waste a lot of time if this cannot be done easily.

Second, throw plastic sheets over any materials directly in the path of falling water.

Third, notify the supervisor or senior staff member available.

From this point on, appropriate action will depend upon the seriousness of the problem. Several general points should always be kept in mind:

--Water conducts electricity, so great care must be used in approaching standing water if there is any possiblity that it is in contact with electrical wiring.
--Wet books can be dried, but moldy books may be permanently damaged. Mold can appear within 48 to 72 hours if conditions are favorable. To prevent this, lower temperatures and promote air circulation.
--Keep calm, and develop a plan of action to meet the situation before involving many people in a clean-up or salvage effort. The larger the disaster the harder this will be because many people will want to rush in and help.

The following actions may be appropriate:

--Notify senior adminstrative staff if the problem is more than a minor spill. Use the Emergency Telephone Tree list if the crisis occurs outside normal working hours.
--Notify the Preservation Department if library materials have become wet.
--Notify Physical Plant if pipes are leaking, machinery is malfunctioning, or the quantity of water is such that it cannot be quickly removed with towels or rags.
--Once the water flow is controlled, survey the area to assess the damage and plan corrective action. Two publications are of particular value for on-the-spot guidance: Peter Waters' pamphlet, Salvaging Water-Damaged Materials published by the Library of Congress, and Willman Spawn's article "After the Water Comes" in the November 1973 PLA Bulletin (Pennsylvania Library Association). Copies of both are available in the Preservation Department, the Library administrative office, and in the Library Service Library collection. Preservation Department staff will normally assist in developing clean-up and salvage plans, which may include:

--Turn on air conditioners
--Open windows (if it's not raining or snowing)
--Place fans to move maximum air through affected areas (borrow extra fans from other units if needed).
--Use towels or rags to remove standing water from shelves or the surface of books or other materials
--Identify and commandeer adequate table or counter workspace for spreading out damp material.

- Remove soaked boxes, pamphlet files or other containers to reduce spread of water to their contents (be sure to keep identifying lables).
- --If book covers are wet but pages are dry or barely damp, stand volumes up with covers spread to dry.
- --If pages are also wet, interleave with paper towels, uncolored blotters or clean newsprint, changing at regular intervals to promote drying -- CAUTION: wet paper tears easily, so handle with great care and never force pages apart.
- --If large quantities of material are soaked, consider freezing to prevent mold formation until drying arrangements can be made (the Preservation Department maintains a file of freezing resources on and off-campus).
- --If microforms or other film-based materials are wet, keep them wet in plastic bags and arrange for drying through the Reprography Laboratory in Butler.
- --Do not waste time on wet material that is not part of the permanent collections, or which can be discarded because of its minimal value to the collection -- involve appropriate bibliographers or selection officers in these decisions.
- --If materials deserving special attention -- rare, valuable, damaged as well as wet -- are involved, arrange for treatment in the Binding Section.
- --Make sure shelves are clean and dry before returning materials to them. If the flood was severe and/or occurred under warm mold-inducing conditions, wait 72 hours to be sure growth does not begin. Wiping down with a Lysol solution can aid in mold control.
- --Make sure the cause of the problem has been identified and steps taken to eliminate it.
- --Prepare a report summarizing events, estimating losses, and identifying the major factors which helped or hindered the clean-up effort. Sharing such a report with faculty and other users can often be an effective means of increasing understanding and support.
- --Thank the people who helped.

4.4 Purchasing hardcover vs. paperback

Some volumes have been published with an intriguing message on the title-page verso:

> "This title is available in both hard and paperback editions. The paperback edition is sold subject to the condition that it shall not...be lent, resold, hired out, or otherwise circulated...in any form of binding or cover other than that in which it is published..."

The legal standing of such a condition of sale is not clear, but it does serve to underscore the fact that all books which are intended for more than short-term retention should be ordered in hardcover whenever it is available. The cost of binding paperbacks is almost always greater than the price differential between paperbacks and hardcovers (much greater when bindery preparation and processing costs are included), and hard covers reach the shelves weeks faster after cataloging than those which must be bound.